

Red Bluff

KIDS INC

**Childcare &
Learning Center**



Parent Handbook

**5106 Red Bluff Rd.
Pasadena, TX. 77503**

www.kids-inc.biz

**Phone: 281-991-0515
Fax: 281-991-0500
Email: mg@kids-inc.biz**

Welcome to Kids Inc.

Our primary purpose at Red Bluff Kids Inc. is to offer a vital community service by providing the very best childcare available. A well-rounded program meeting the physical, educational and social needs of children is a tremendous and time consuming responsibility which can only be accomplished by those possessing great **love**, **patience** and **respect** for children.

The goal of our well-trained staff is to offer developmentally appropriate care of the highest standard. We help parents fulfill their roles without sacrificing any qualities of life or economic advantages that their employment gives. We constantly strive to improve these standards with innovative programs as well as continuing education and training of the people who care for your children.

At Red Bluff Kids Inc. we have an "OPEN DOOR" policy. Please drop in any time to observe your child through our observation windows. We also encourage you to call or message in the Remind App our director/owner anytime you would like to check on the progress of your child or schedule a parent conference.

We do not discriminate on the basis of race, culture, religion or ability. Kids Inc. welcomes you and your child to our school and we list below our policies and procedures as relating to the following subjects.

Policies are reviewed annually and updated if necessary. Parents' suggestions are applied to program's operations when applicable.



REGISTRATION & ENROLLMENT

An annual registration fee of **\$100.00** per child is due each **September**. Registration is held at the beginning of each new school year for all children and again at the beginning of the summer for school age children.

The enrollment fee is a onetime fee of **\$50.00** and is paid at time of enrollment. This fee is **non-refundable**. The enrollment procedure requires any child that is enrolling at Kids Inc. must fill out a child file and provide a current immunization record **prior** to start date. Each calendar year you are required to update admissions forms.

TUITION

Each week's tuition, with **no deduction for holidays or absences**, is due on **Monday** of each week. Payments are made by check or money order to Kids Inc. and placed in the payment box. Kids Inc. does not offer refunds of any kind. If not paid by the end of the day, a **\$35.00** late charge will be added. If tuition is not paid in **FULL** by Friday, your child will not be allowed to attend the following Monday until the account is made current. Delinquent accounts will not be allowed. **NO EXCEPTIONS**. Kids Inc. does accept CCS program. See attached rate sheet.

SPECIAL/SUMMER ACTIVITY FEE

This includes field trips, supplies and in house activities. All activities will be posted and must be paid with your tuition for the week.

RETURN CHECK FEE

THERE IS A **\$50.00** FEE FOR ALL RETURNED CHECKS. Fee must be paid within 24 hours of notification. **NO EXCEPTIONS!**



Kids Inc.

Standard Weekly Rate Sheet

Infants 6 weeks - 17 months	\$205.00
Toddlers 18 - 35 months	\$170.00
Pre-Schoolers 3 - 5 years	\$165.00
School Ageds 6 - 12 years	\$95.00
• In Service	\$20.00
• Early Dismissal	\$15.00
• Full Time / Summer	\$175.00
Enrollment Fee	\$50.00
Yearly Registration Fee	\$100.00
Summer Registration Fee	\$30.00
Late Fee	\$35.00
No Call Fee - After School	\$35.00

ATTENTION

You are entitled to see and/or review the following information. You may ask the facility director to show you the most recent copy of:

- Current Menu, including snacks
- Minimum Standards for this Licensed Facility.
- Facility documentation of liability insurance that complies with Human Resources Code, Section 42.0491.
- Most recent Licensing Inspection Report.
- Fire Marshal Inspection Report.
- Health Dept. Sanitation Inspection Report.
- Gas Pipe Inspection Report.

DISCIPLINE AND GUIDANCE POLICY

We use positive guidance that focuses on the individual needs and development of each child. Our discipline policies are based on minimum standards for licensed child-care centers. Director/parent/teacher will collaborate regarding challenging behavior to come up with an appropriate behavior plan. An ongoing discipline log will be kept and revised periodically to discuss the social and emotional process of the child, with the teacher and parent. However, consistent violations of the discipline and guidance policy will result in suspension or expulsion from the childcare program. Three violations of discipline policy will result in child being suspended. Four or more violations will result in child expulsion. Parents will be notified by the director if the situation arises.

CLOTHING AND TOYS

Children should be dressed for comfort and play. Clothing should be appropriate for weather and the child's age. All children should have a change of clothing kept at school or in a backpack for emergencies. Please mark all clothing with your child's name. Infants who are not potty trained should always have at least two changes of clothing. If your child needs a change of clothing and none are available (for sanitary reasons and for your child's comfort) you will be called and asked to bring fresh clothes. The center is absolutely not

responsible for clothing or items left at the center. We ask that no toys from home be brought to school. This may cause problems in the classroom and the toys may be broken or lost.

ARRIVAL/DEPARTURE

Parents **must** check their child in/out every day to a staff member. All children must be escorted into and out of the building by a staff member. No one under the age of 18 will be allowed to pick up a child. Children will be released only to the parents or other adults that have been specifically **authorized** on the admission forms. A yellow car tag with your child's name will be provided for pickup upon enrolling. If you need to change the pickup person for the day, you will need to have it in writing who the person is that will be picking up your child either with email to mg@kids-inc.biz or message sent in the Remind App. If children remain at the center past 7p.m., our staff has been instructed to contact The Department of Child Protective Services. Please do not use drop off/pick up times to communicate lengthy concerns to staff. As this can be a distraction to the safety and care of the children.

HOURS

The school is open from 6:30AM – 6:00PM MONDAY through FRIDAY. OVERTIME CHARGES BEGIN AT 6:00pm. Parents arriving at the center after 6:00pm (by our clock) should be prepared to pay a late fee per child equal to five dollars per minute. Late fees will be added to your account and must be paid before child may return to the center.

IMMUNIZATIONS

Our licensing board requires a complete immunization record for each child enrolled and a yearly well child prior to admission. A statement signed by your child's doctor must evidence this. The House Bill 1316 law requires that children attending child care facilities be vaccinated against invasive Pneumococcal and Hepatitis A diseases.

Immunizations help prevent and control the spread of communicable diseases.

VACCINE-PREVENTABLE DISEASES

Kids Inc. Policy does not require employees to receive any vaccines. If you should have any questions please speak to Director, Mandy Gorom Dow at 281-991-0515.

TUBERCULIN TESTING REQUIREMENTS

Tuberculin skin test is only recommended in children who are at high risk for having the illness. Risk factors include being exposed to an infected adult, contact with someone who has been in prison, contact with the homeless, and travel to countries with a high rate of tuberculosis.

ILLNESS & HEALTH POLICY

To ensure the health and safety of all children and staff, sick children will not be admitted into the center. If a child becomes ill during the day, parents or guardians will be notified and asked to **pick up their child immediately**.

ILLNESS INCLUDES (but is not limited to):

- Fever: Tympanic (ear) temperature above 100°F
- Any fever accompanied by behavior changes or other symptoms of illness
- Vomiting or diarrhea
- Pink eye (conjunctivitis)
- Visible green nasal discharge
- Cough or flu-like symptoms
- Blisters, sores, or other contagious conditions

BEFORE RETURNING TO SCHOOL

Children may return to the center only when all of the following conditions are met:

- ☑No fever for at least 48 hours (without fever-reducing medication)
- ☑No diarrhea for a minimum of 48 hours
- ☑On antibiotics for a minimum of 48 hours (if prescribed)
- ☑Doctor's note provided stating the child no longer has an excludable or contagious illness or condition

DAILY HEALTH CHECKS

A **daily visual health check** is conducted by the teacher and manager upon arrival. Any concerns are documented and kept on file in the office.

HEALTH AND NUTRITION PRACTICES BREAKFAST/LUNCH/ SNACKS/FOOD ALLERGY EMERGENCY PLAN

All meals and snacks are served at no additional charge. Breakfast, lunch and snacks will be served to the children in attendance at the appropriate time. Breakfast is served from 6:30 am - 7:45 am **only**. Parents who do not arrive at the center prior to breakfast should feed their child at home. We serve healthy foods to meet the children's nutritional needs. All meals are served in classroom and family-style by their primary caregiver. If you provide your child's meals, the center is not responsible for the nutritional content or meeting the child's nutritional needs. It is **important** that you let us know of any food allergies that your child may have so that the parent can fill out the Food Allergy Form. The office will log the food allergy properly and have a food allergy emergency plan for the known food allergy of the child. Each food allergy must be diagnosed and documented by a health care professional. Kids Inc. is enrolled with FP Assistance/CACFP. Our menu and food program follows guidelines under the state requirements for safe meal practices. The menu is reviewed annually by a Nutrition Specialist.

REST TIME

Children ages 12 months to 5 years of age must have a rest time each day as mandated by state licensing. A small pillow and blanket should be brought from home to use during rest time. Blankets must be taken home and laundered weekly.

INFANTS

Parents of infants **MUST** provide readymade bottles, diapers, change of clothes and baby wipes. Please make sure you provide enough for your child each day. Baby Grams (written communication report) are sent home daily. Blankets and Swaddling blankets are not permitted for infants under 12 months of age. Unless a Sleep Exception Form signed by your child's doctor stating that swaddling the child for sleeping purposes is medically necessary. Safe sleep for infants 12 months old and younger have to be consistent with the rules in the Child Safety Guide provided by Child Care Regulations, for infant sleep requirements and this includes no children sleeping in restrictive devices. ie: swing or bouncer. See attached. *Infants 6 weeks to 18 months do not qualify for an annual vacation week.

BREASTFEEDING POLICY

Kids Inc. is committed to providing a breastfeeding friendly environment for our enrolled children and staff. Breastfeeding mothers will have a comfortable area to express their milk and feed their child. In addition, you do have the right to breastfeed or provide breast milk for your child while in care. A refrigerator is available for storage of expressed breast milk. All staff shall be trained in handling breast milk and proper storage. Resources are available for all families.

FAMILY PARTICIPATION

Family involvement at Kids Inc. is very importation to the success of not only our program, but also your child(ren). There are several ways that families can get involved with the activities throughout the year.

- Class parties / Holiday events
- Parent/teacher/director conferences
- Graduation

SCREEN TIME

Electronic media is only used for educational purposes. Screen time for children over 2 years of age is restricted to one hour a day.

CURRICULUM & DEVELOPMENTAL MILESTONES

Kids Inc. uses a developmentally appropriate curriculum that aligns with early learning guidelines and standards, *CIRCLE* by Children's Learning Institute. It is our goal to facilitate in the development of young children ages birth through school-age. We provide the necessary tools for children to allow them to learn by utilizing play, planned activities and exploration and the foundation. Our program uses developmental milestone checklists (monthly) to identifying developmental delays for children ages 0-5 years. Referrals will be made if necessary. The development milestone checklist are sent home monthly for parents to review their child's progress.

ABSENCES

If your child is going to be absent, please call or send a message in the Remind App and let us know. It is imperative that if your school age child is absent, you contact Kids Inc. no later than 1pm, so the bus driver is aware prior to departure for afternoon pick up. There is no change in tuition if your child is absent from school.

BEHAVIOR EXPECTATIONS

Director/Teacher/Parent collaboration regarding challenging behavior: Kids Inc. helps encourage each child to make positive and appropriate choices during their day. Behavior classroom reports (written communication reports) are sent home weekly. Any behavior concerns can be addressed with the director and parent conferences can be scheduled to keep all parties inform on the child's progress. The process includes teacher/director having ongoing conversations with parents to express concerns and discuss strategies in addressing challenging behavior. Parents are kept informed of their child's progress. Scheduled conferences are twice a year in August and January.

WITHDRAWAL

Parents who withdraw should give at least two weeks' notice in writing or be prepared to pay two weeks tuition in lieu of notice. No exceptions. Thank you for your cooperation in this matter.

HOLIDAYS

WE ARE CLOSED ON THE FOLLOWING HOLIDAYS:

- *NEW YEAR'S EVE
- *NEW YEAR'S DAY
- *MLK DAY
- *PRESIDENT'S DAY
- *SPRING BREAK
- *GOOD FRIDAY
- *MEMORIAL DAY
- *JUNETEENTH
- *4TH OF JULY
- *LABOR DAY
- *FALL BREAK
- *THANKSGIVING BREAK
- *CHRISTMAS BREAK

Note: If the actual holiday falls on a weekend, the closest week day will apply. See attached list for exact dates.

Please remember that there is no reduction in tuition for holidays.

ACCIDENTS/MEDICAL EMERGENCIES

Any minor accidents will be treated and a report will be given to the parents. Accidents that result in broken skin (with bleeding) will constitute grounds for immediate parent notification. In the case of a more serious accident requiring medical attention, or a medical emergency, the center will immediately apply first aid; call the parent and then call 911. Hazardous materials must be handled by wearing gloves and disposed of immediately in a sealed plastic bag.

MEDICATION

Kids Inc. does **NOT** administer any prescription medication or over the counter medication.

INDOOR AND OUTDOOR PLAY

Promotion of Indoor and Outdoor Physical Activity:

Kids Inc. strongly believes and supports the need for physical activity twice daily.

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Infants will be given opportunities for physical activity, including supervised tummy time.

Toddler age children will participate in a minimum of 60 minutes of moderate to vigorous active play each day.

Preschool and Pre-Kindergarten children will participate a minimum of 90 minutes of moderate to vigorous active play each day.

School age children who are in attendance for a full day will participate in a minimum of 90 minutes of moderate to vigorous active play each day. School age children who are only in attendance after-school will participate in a minimum of 30 minutes of moderate to vigorous active play each day.

Opportunities for active play may overlap with outdoor play when weather permits.

Kids Inc. will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities. All children will participate each day in:

- Two occasions of active play outdoors when weather permits.

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- Two occasions of active play outdoors when weather permits.

- Two or more structured or teacher-led activities or games that promote movement over the course of the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may take place in the classroom or on the playground, when weather permits. When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.
-

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing. Clothing that can catch on playground equipment, such as those with drawstrings or loops.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned in advance for "rainy days".

HEARING & VISION SCREENING

Children 4 years old by Sept. 1st are required by Child Care Regulations to have a Vision & Hearing Screening. You must provide us with one of the following: The individual visual acuity & sweep check results; or a signed statement from the child's parent that the child's screening records are current and on file at the school the child attends away from the center. The statement must be dated and include the name, address and phone number of the school; or an affidavit stating that the vision & hearing screening conflicts with the tenets or practices of a church or religious denomination of which the affiant is an adherent or member.

WEATHER

In the event of severe weather, our center may be closed for the safety of the children and our staff.

If the PISD, DPISD or LPISD schools are closed due to weather conditions we are closed. No reduction of tuition will apply to severe weather days. Closures will be communicated to parents via the Remind App. Refer to page 14 in handbook for our Emergency Preparedness Plan.

SAFETY PRACTICES

People must not smoke any e-cigarettes, vaporizer, or tobacco products in the child care center.

POLICY CHANGES/IMPORTANT INFO

All parents will be notified of any policy changes/important information by a Kids Inc. memorandum. It will state the new policy changes, the effective date and/or important information. The Parent Handbook is reviewed and updated annually. Parents who wish to review or discuss concerns about the policies should email, message in Remind App or call the office 281-991-0515. Parents needing to update contact information can do so by emailing or messaging in the Remind App.

OPEN DOOR POLICY

Parents are welcome to visit the childcare center at any time during the hours of operation to observe their child, the child care center's operation, and program activities without having to secure prior approval. We encourage all parents to participate in any activities that we have planned for the children during holidays or normal school days. Please contact the center's director for any assistance or questions concerning these procedures 281-991-0515.

ENROLLMENT

Open enrollment for all students not presently attending Kids Inc. for the following year begins in August. Kids Inc. welcomes students without regard to their race, ethnicity, national origin, religion, ability, gender, or family structure. Our program supports families and children who may need additional accommodations, to include home language, special needs/differing abilities, and/or cultural backgrounds. Our staff are bilingual and we welcome therapy sessions in a private space for those children needing the one on one help. Parents are encouraged to participate in our survey, "Let Us Hear From You!" sent out twice a year.

SPECIAL NEEDS CARE

Kids Inc. welcomes all children regarding their differing abilities: social, emotional, developmental, behavioral, or disability that requires assistance. Any activity planned will be modified and able to accommodate a child with special needs per the parent's request on admission form 2935 and documentation from a healthcare professional or other qualified professional.

TRANSPORTATION

Afternoon transportation is offered to those children who need pick up from local public schools. Children who need PM pick up from

any of the public schools must have their parent sign the appropriate paperwork at the school stating that they will be riding the Kids Inc. bus. Any child who will need transportation must also have the appropriate paperwork filled out at Kids Inc.

NO CALL FEE FOR SCHOOLERS

Please call Kids Inc. if your child will not need transportation by 1pm. Failure to report your child being absent for any reason will result in a \$35 NO CALL fee.

FIELD TRIP POLICY

All parents will be notified prior to any field trips. Parents must have the appropriate paperwork filled out at Kids Inc. in order for your child to attend the field trip. All information pertaining to field trips will be posted in the front entry of Kids Inc. with detailed information about each field trip. Water activities will apply to school age children only. Parents will be notified in writing prior to any scheduled water activities.

GANG-FREE ZONE

Kids Inc. is located in a designated Gang-Free Zone. This means that gang related activity within 1000 feet of the center is a violation of law.

EMERGENCY PREPAREDNESS PLAN

Kids Inc. has an Emergency Preparedness Plan in place including these topics but not limited to: Fire Drill/Fire Emergency, Natural Events including Hurricanes/Tornados/Flooding/Severe Weather, Human-caused events including Explosions/Chemical Spills/Gas Leaks/Toxic Fumes originating outside center, Fumes originating inside, Power Failure, Intruder with a weapon/Volatile person, Health Events such as Medical Emergencies, Serious Injury and Communicable Disease Outbreaks. The Kids Inc. Emergency Preparedness Plan includes evacuation and relocation procedures as well as Sheltering and Lock-down plans. Relocation at on-site will be

at the pecan tree by Red Bluff Rd. or off-site Agape Christian Preschool at 1401 Strawberry Rd. Pasadena, TX 77501. The Emergency Preparedness Plan is available upon request to be viewed by parents at anytime.

PREVENTION/RECOGNIZING SYMPTOMS OF CHILD ABUSE/NEGLECT-RESPONSIBILITY/PROCEDURE FOR REPORTING SUSPECTED ABUSE/NEGLECT

It is our lawful obligation to report suspicion of child abuse and neglect.

Our staff is required to receive two clock hours of yearly training in prevention techniques for and the recognition of symptoms and factors indicating a child is at risk of abuse and neglect as well as the responsibility and procedure for reporting suspected abuse and neglect.

Methods that Kids Inc. has adopted for increasing employee and parent awareness of issues regarding child abuse and neglect are: train employees so they can gain an in-depth knowledge and awareness. Have on-hand educational materials for parents so they have the knowledge and awareness. Some warning signs that a child may be a victim of abuse or neglect are: **Physical Abuse:** Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations, Frequent complaints of pain without obvious injury, burns, bruises in unusual patterns that may indicate the use of an instrument of human bite; cigarette burns on any part of the body, lack of reaction to pain, aggressive, disruptive, and destructive behavior, passive, withdrawn, and emotionless behavior, fear of going home or seeing parents, injuries that appear after a child has not been seen for several days, unreasonable clothing that may hide injuries to arms or legs.

Neglect: Obvious malnourishment, lack of personal cleanliness, torn or dirty clothing, stealing or begging for food, child unattended for long

periods of time, need for glasses, dental care, or other medical attention, frequent tardiness or absence from school.

Sexual Abuse: Physical signs of sexually transmitted diseases, evidence of injury to the genital area, pregnancy in a young girl, difficulty in sitting or walking, extreme fear of being alone with adults or a certain sex, sexual comments, behaviors or play, knowledge of sexual relations beyond what is expected for a child's age, sexual victimization of other children.

Emotional Abuse: Over compliance, low self-esteem, severe depression, anxiety, or aggression, difficulty making friends or doing things with other children, lagging in physical, emotional, and intellectual development, caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems. Methods that Kids Inc. has adopted for increasing employee and parent awareness of prevention techniques for child abuse and neglect are: Offering parent's material and educational programs on prevention of abuse and neglect make unauthorized access difficult, conduct frequent refresher training, strengthen provider-parent relationships and communication, and encourage parental involvement in special programs.

Kids Inc. has also developed the following strategies for coordination between us (the operation) and the appropriate community organizations in our area including CPS. Those strategies being: Kids Inc. is here to serve families effectively, by being educated and trained on child abuse and neglect topics to ensure proper protocols are in place to manage any issues that may arise and that these protocols are known and understood by our staff also. We have developed a network of support for our families at risk of maltreatment. We can refer parents to the appropriate community organizations that can provide screenings, early intervention and other services for children, including faith-based programs, or self-help groups for the appropriate support, guidance, or therapy that is

needed. The following actions should be taken by a parent of a child who is a victim of abuse or neglect: Take immediate action for life threatening or emergency situations and contact local law enforcement or 911, then make a report to DFPS and obtain information on assistance and intervention at 1-800-252-5400. Non-emergency cases need to call the Texas Abuse Hotline at 1-800-252-5400 to make a report and obtain information on assistance and intervention.

If you suspect child abuse/neglect use the DFPS Child Abuse Hotline, 800-252-5400. For information about local licensing offices, go to the DFPS website www.dfps.texas.gov. The Child Care Information line, 800-862-5252 also has information about local licensing offices.



Texas Rising Star is a quality rating and improvement system that goes above Texas Minimum Standards and is based on a star level rating, for all Texas early childhood programs.

Kids Inc. Policy on Parent's Rights

Parent's Rights

A parent or guardian of a child enrolled in a childcare center has the right to:

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