

Providing Quality, Educational Care for Infants Through School-Age

### LOCATIONS

1751 FM 2931

Providence Village, TX 76227

(940)440-0040

631 Magnolia Blvd.

Savannah, TX 76227

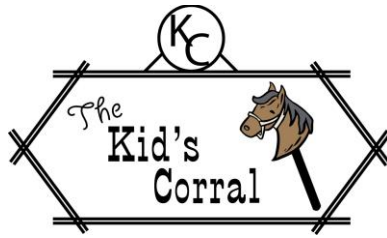
(972) 346-2100

### HOURS OF OPERATION

6:30 AM– 6:30 PM

Monday—Friday

[www.thekidscorral.com](http://www.thekidscorral.com)



The Kid's Corral is locally owned and operated. We provide quality educational care for children 6 weeks through 12 years of age. The Kid's Corral offers a developmentally appropriate and educational atmosphere, combined with caring and trained teachers to provide the highest quality experiences for the children in our care. We offer the highest quality program and curriculum to meet the needs of all children. We offer playgrounds to meet the needs of all ages encouraging positive, interactive play. In addition, the after school program offers age appropriate activities (basketball, climbing playscape, etc.) allow students the opportunity to play and exercise after a long school day. The after-school program also offers time and assistance for students to complete homework.

The Kid's Corral is licensed and regulated by the Texas Department of Family and Protective Services. The following policies are required by Child Care Licensing per The Minimum Standards for Child Care Centers 746-501. A copy of the Minimum Standards for Child-Care Centers, published by the **Department of Family and Protective Services**, is available at the front desk for your information.

**It is our goal to partner with our families in providing the best possible care and education for your child. Our door is always open to discuss any concerns you may have regarding your child(ren). Thank you for the opportunity to share in your child's life! (b.1)**

(Note—As a result of House Bill 2086, we are required to inform you that The Kid's Corral is a gang free zone, meaning that gang-related criminal activity within 1000 feet of the centers is a violation of this law and subject to increased penalty under state law.) (b.2)

***\*The Kid's Corral reserves the right to exclude the new enrollment of or terminate the existing enrollment of a child at any time, including, but not limited to, children whose behavioral and educational needs cannot be met at The Kid's Corral without fundamental alterations of or undue burden to our existing programs, procedures, or practices, as deemed by The Kid's Corral, and/or children whose fees and/or tuition payments are in arrears.***

***\*Disclaimer - This handbook does not necessarily cover all the policies of The Kid's Corral, or the state or federal government. The policies herein do not supersede any state or federal policies. The Kid's Corral reserves the right to change, revise, supplement or delete any of our policies and procedures, including those covered herein, at any time. Changes will be effective on the dates determined by The Kid's Corral and will be communicated to parents via e-mail and postings on the bulletin board within five business days.***

### **ABSENTEEISM**

Regular attendance is encouraged to promote good learning habits. If your child will be absent, please contact the front office. Please note that a full week's tuition is due, whether or not your child is in attendance. After one full year of full-time enrollment, each child is eligible for one week of vacation without paying tuition. The week of vacation must be approved in advance.

### **ABUSE AND NEGLECT**

The Kid's Corral is mandated to report any signs of abuse or neglect to the Texas Department of Family and Protective Services. All staff members are trained annually on Reporting Suspected Abuse or Neglect of a Child. Information on Child Abuse is posted on our community board in our front lobby. Parents will be notified of any Child Abuse trainings available for parent participation. The Kid's Corral, along with appropriate community organizations, will work together in preventing and responding to child abuse and neglect of children. If a parent suspects any child of being a victim of abuse or neglect, they should report this by going to [www.txabusehotline.org](http://www.txabusehotline.org) or calling 800-252-5400. (a.26)

### **ANIMALS**

For the safety and sanitation of all children, we do not allow animals at The Kid's Corral. (a.17)

### **ARRIVALS AND DEPARTURES**

The Kid's Corral has a secure, electronic entry code for parents to obtain entrance into the facility. This allows parents only access during regular business hours, but prevents outsiders from entering the building without the Director's knowledge. Parents are required to sign their child in and out daily in the front office. Drop-in's are required to sign in at the office and in the classroom. Instructors are not allowed to sign children in or out. Until your child is signed in by a parent, or a person that is allowed to do so, they are not considered part of the program, and The Kid's Corral is not liable for their being. If someone other than the child's parent or guardian picks up a child, they will be escorted to the child's classroom by office personnel after presenting a photo ID and being identified as a person who is allowed to pick up the child.

We require that all parents list at least one emergency contact with name, address and phone number. In the event you have an emergency and need someone else to pick up your child, you must call and speak with the Director to inform them that the person listed as your emergency contact will be arriving to pick up your child. When they arrive, they must show picture identification and sign the child out through the office. We will not release to minors. (a.2)

### **BITING POLICY**

Biting is, unfortunately, not uncommon for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a childcare provider, we understand that biting, unfortunately, does occur. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

### **When Biting Does Occur:**

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

#### ***For the child that was bitten:***

1. The teacher will comfort the child. First aid is given to the bite. Ice will be provided and the area is to be cleaned with soap and water and covered with a bandage if needed.
2. The teacher will immediately notify office staff, at which time parents are notified.
3. An Incident Report will be completed, documenting the incident.
4. Parents may request a conference with the Director to discuss any concerns/questions.

#### ***For the child that bit:***

1. The teacher will firmly tell the child "NO! DO NOT BITE!" and show the child how he/she hurt their friend.
2. The child may be placed in time out for no longer than the child's age (one year old, one minute) or removed from the situation.
3. The parents are notified.
4. An Incident Report will be completed, documenting the incident.

### **When Biting Continues:**

1. If personnel is available, the child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.
4. The child will be provided a teething ring or other appropriate teething toy.
4. The Director will ensure the teacher has adequate resources and training necessary to keep the children active and engaged in supervised activities.
4. The Director will evaluate the biting log to determine the cause of the biting and make suggestions to the parent and teacher to stop the biting. The Director will provide literature to the parent and determine whether or not the teacher needs additional training. The Director will document all information.
5. The Director will schedule a conference with the parents of the child who is biting to develop a plan for home and the center to stop the biting.

### **When Biting Becomes Excessive:**

1. After all preventative steps have been tried by the staff members, if the child continues to bite routinely the Director will call the parent to pick up the child for the remainder of the day. Chronic biting may require that a child be suspended from enrollment for a period of time. If a child is suspended, the parent will be informed that the child may return to the center as soon as the biting is abated;
2. If the child returns to the center, continues to bite, and is endangering the other children, the child may be terminated from the program;

## **BREASTFEEDING**

Our facility will provide a comfortable place to sit in our center or within a classroom that will enable a mother to breastfeed her child. Parents have the right to breastfeed or provide breast milk for their child while in our care. Upon request, information on breastfeeding education and support resources in the community are available and located in our parent library by the front office. (a.25)

## **CELL PHONES**

Proper parent communication is imperative when working with young children. Effective December 1, 2010, The Texas Department of Family and Protective Services passed regulation prohibiting personal use of cell phones in classrooms. Please help us stay in compliance with this standard and finish conversations on your cell phone before entering your child's classroom.

## **CLASSROOM ASSIGNMENTS**

Classroom assignments are based on each individual child's chronological age, developmental age, emotional age and physical age. We will typically transition children near their birthdate, however there may be times when children are transitioned before or after that date based on individual needs and availability.

## **CODE OF CONDUCT FOR PARENTS**

Please understand, young children are present in our building. Some adult language is not appropriate for young children. The Kid's Corral prohibits swearing or cursing on the property. Threatening staff, children or other parents will not be tolerated per Texas Department of Family and Protective Services. The Kid's Corral has the right to terminate care in the event of disruptive behavior from a parent or guardian.

## **CURRICULUM**

*Frogstreet*, the exclusive Early Childhood Education curriculum used for all children at The Kid's Corral, is a comprehensive program that optimizes key windows of opportunity to build strong foundations for little one. Based on the latest early brain development research, this program emphasizes all developmental domains (language, cognitive, physical, social and emotional, approaches toward learning) featuring Dr. Becky Bailey's Conscious Discipline®.

The *Frogstreet* curriculum, based on social and emotional intelligence, brain development, literacy, ***STEM practices*** and cultural sensitivity, along with intensive training for our staff and additional enrichment activities, ensures the children in our care receive a well-rounded early education in a safe, clean and fun environment.

*Frogstreet* Press has grown to be a leading provider of comprehensive early childhood education solutions for children of ages 0 – 5 years to public schools, Head Start programs and early child care centers in more than 40 states. The Company equips early childhood educators with best-in-class curricular programs with proven learning outcomes. Based on brain development research, *Frogstreet's* curricular programs provide intentional age-appropriate instruction. *Frogstreet* and The Kid's Corral have partnered to provide our teachers with engaging and interactive professional development programs, including product training, conferences and continuing education, and assessment tools to measure students' progress.

## **CUSTODY OF CHILDREN**

From time to time, The Kid's Corral may be placed in a difficult situation regarding custody disputes. Without a court order, The Kid's Corral cannot deny a parent access to his or her child. If a custody document is present, The Kid's Corral will notify the guardian parent of any attempted contact made by the unauthorized parent. The Kid's Corral will also notify authorities, without exception. Staff members will be instructed not to put themselves or the other children in jeopardy to mediate a family dispute or attempt to enforce a court order. Non-custodial parents cannot act as a parent volunteer for center events without written permission from the custodial parent.

## **DISCIPLINE**

Classroom discipline consists of redirection and positive reinforcement methods. Conferences are scheduled with parents if a recurring behavior is exhibited, to find an appropriate plan for the child involving both the teacher and parents. The Kid's Corral endorses and abides by the *Department of Family and Protective Services Discipline and Guidance Policy* and will adhere to its requirements. In the event that a persistent/consistent misbehavior occurs, the Director will develop a written plan involving the parents and teachers. Unfortunately, there are times when a child must be suspended or expelled from the program if behaviors do not improve after an intervention or in a situation in which the child is a danger to him/herself or others. (a.7) (a.8)

## **DRESSING YOUR CHILD FOR SCHOOL**

Please dress your child in comfortable, washable play clothes that are okay to get dirty. Young children need to wear sturdy footwear that they can run and play in without tripping. Close toed rubber soled shoes are preferred. *We require you bring a change of clothes (please label with your child's name) including socks, underwear, pants and shirt to keep in your child's cubby in case of an accident.* With our unpredictable Texas weather, it's a great idea to keep a sweater or light jacket in your child's classroom in case they need it throughout the day. We recommend you put your child's name on the tag of all their clothing.

## **EMERGENCY INFORMATION**

The Kid's Corral has a written emergency plan, which is available for parents upon request. We have fire drills monthly and tornado and lockdown drills every three months, or more frequently if The Kid's Corral feels it is necessary. During the fire drill, the children are required to line up (age appropriate) and exit the building in an orderly manner with their instructor in 3 minutes or less. We practice these drills regularly in case of an actual emergency. If this occurs your child may say there were loud noises at the center; please do not be alarmed. If we have an actual emergency, you will be notified. In the event of an actual emergency causing evacuation of the building, children may be transported to an alternative site. (Alternative site—Providence Clubhouse, 9475 Cape Cod Blvd, Providence Village, TX for Providence and Savannah Elementary, 1101 Cotton Exchange, Savannah TX, for Savannah.) We will attempt to contact parents as soon as possible and post a note on the door with details. Infants will be transported in emergency evacuation cribs. (a.24)

### **In the event of fire:**

Staff and children will follow the plan for each individual room, exiting the room to the exterior and meet at the back or side of the property by the fence. Children will line up facing the building by class. Infants will be placed in specialized evacuation cribs located by the exit doors.

## **EMERGENCY INFORMATION CONT.**

### **In the event of a tornado:**

All children will meet in the middle of the building in the hallway. The Director or person in charge will ensure that everyone has necessary contact information for all children. The Director or person in charge will monitor the weather on emergency battery operated radio.

### **In the event we cannot return to the building:**

Alternative sites—Providence Clubhouse (9475 Cape Cod Blvd, Providence Village, TX) for Providence and Savannah Elementary (1101 Cotton Exchange, Savannah TX) for Savannah. We will attempt to contact parents as soon as possible and post a note on the door with details.

We will then contact parents to inform them that we have relocated and to please pick up their children.

### **In the event we lose power:**

We have a battery powered back up lighting system. In the event power is out for an extended period we may have to call parents to pickup children and close the center.

### **In the event of a necessary lockdown:**

Office personnel will call for a Code Red and call 911. All exterior doors will be locked and children will be moved away from doors and windows. Blinds will be closed.

### **Fire Extinguishers:**

Teachers will be trained in the use of and the location of the fire extinguishers. Fire extinguishers will be checked monthly and documented on the fire safety practices sheet. As well, the building is equipped with a fire suppression sprinkler system. Teachers will be familiarized with the building and the overall layout. They will also have a copy of the floor plan that is highlighted with the fire and tornado plan for the building.

If there are any changes needing to be made to contact information, you may do so by emailing the office staff. There will also be copies of the admission forms located in our Parent Resource center if there are multiple changes that need to be made. You may pick up a copy of the form and place it in the tuition drop box.

## **FEES**

Tuition is due in advance on a weekly basis. If you prefer, you may pre-pay for more than one week at a time. We accept personal checks, money orders and payment on the parent communication app. There will be a \$25 late fee if payment is not received by Monday at 6:30 PM and \$5 per day thereafter. If payment is not received by Wednesday, you must speak with the Director before being allowed to sign your child in for the day. If the account is not paid in full by the end of the day on Tuesday, your child(ren) may not return to the center until the balance is paid in full. If the center is forced to close due to an emergency, there will be a 50% tuition discount for the days the center is closed.

### **Registration:**

\$100 for the first child and \$80 for each additional child - Non-Refundable. We do offer a summer only (June-August only) registration fee of \$50. If a child is withdrawn for more than 3 months, a registration fee will be charged to re-enroll. We offer free registration for members of our military, police and fire; appropriate identification is required.

## **FEES CONT.**

### **Supply Fee:**

\$75 due twice per year, February 1st and August 1st. This fee will cover all the supplies your child will need throughout the year. There may be times that we ask you to bring in additional items such as newspapers, magazines or recycled products to use in some of our educational activities and projects.

### **Returned Check Fees:**

We will charge a \$30.00 fee for any returned check, in addition to any late payment fees. These fees will be automatically charged to your account. After two returned checks, we will accept only cashier's check or money order. Returned checks that are not paid will be sent to the Denton County District Attorney for prosecution, and turned over to any commercial NSF reporting service deemed necessary.

### **Late Pickup Policy and Fees:**

The Kid's Corral acknowledges that parents are not always able to control the circumstances that occur in route to pick up their children. We ask that if you are not going to arrive by 6:30 P.M., (2:00 PM for the part-time program) that you call us by 6:00 P.M (1:30 PM for part-time program). Children are very sensitive to routine and know when you normally arrive. We can prepare them for your late arrival and alleviate anxiety when you call to notify us. If you have called by 6:00 P.M., there will be a charge of \$10.00 for the first 5 minutes and \$1.00 per minute after 6:35 P.M., payable upon pickup. If there is no phone call, there will be a charge of \$25.00 per child for the first 5 minutes and \$1 per minute after 6:35 P.M., payable upon pickup. In addition, if we have not heard from you by 6:30 P.M., we will begin calling your contact numbers and your emergency contact numbers. If we are not successful in reaching you or an emergency contact to pick your child up, we will contact the Denton County Sheriff's Department and Child Protective Services to secure emergency care for your child. These fees are per child. If there is any question as to whether you will arrive on time or not, call ahead by 6:00 P.M., just to be safe. This policy is for emergencies and exceptions only. Excessive late pickup is subject for removal from enrollment.

## **FOOD SERVICE AND PREPARATION/NUTRITION**

The Kid's Corral serves a nutritious breakfast, lunch and afternoon snack. A menu is planned and is available in the office; it is posted on the front bulletin board and is in the kitchen and classrooms as well. Children needing alternative meals must see the Director. If you wish to bring your child's meals and snacks from home, you must provide a Dietary Restriction letter signed by your health provider. *Due to the high volume of nut allergies, we do not allow any products using nuts into the building.* Breakfast will be served at 8:00 AM daily in the classroom, family style. Breakfast will not be available after 8:30 AM. If you arrive after this time, please make sure you have fed your child breakfast prior to signing them into their class. If you bring your child's breakfast or lunch, please ensure it is "healthy". (a.10)

The Kid's Corral is a participant of the USDA's Special Nutrition Program. We do not charge an extra fee for meals or snacks. In accordance with Federal Law and U.S. Department of Agriculture policy, we are prohibiting from discriminating on the basis of race, color, nation origin, sex, age or disability. To file a complaint of discrimination, write to USDA Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272.



## **FOOD SERVICE AND PREPARATION/NUTRITION CONT.**

The Kid's Corral at Providence supplies cereal, baby food and iron fortified formula for infants. Parents at both locations are required, per the State of Texas Child Care regulation division, to complete an infant feeding sheet each month to instruct us on how to feed your baby according to your directions.

THE KID'S CORRAL IS A NUT FREE FACILITY. NO OUTSIDE FOOD MAY BE BROUGHT IN EXCEPT ON BIRTHDAYS, AT WHICH TIME THE FOOD MUST BE STORE BOUGHT.

### **Nutrition:**

- All staff have been educated on children's food allergies and the center takes precautions to ensure children are protected. If your child has an allergy, a doctor's note regarding the allergy with a plan of action/emergency response in the event consumption is required.
- Upon arrival, healthy snacks are available for school aged children.
- Staff do not reward good behavior, or punish children with food, nor do they reward children with food for having a 'clean plate'.
- On days the provider serves meals, all food that is brought into the center to be shared among the children, must be commercially prepared, or prepared in a kitchen that is inspected by local health officials. This means that all food brought into the program must be store brought.
- Home lunch practices: In order to ensure the safety of food brought in from home, please give the meal to the office to refrigerate or place a cold pack in it to ensure food stays safe while in the classroom. There is a compilation of good nutrition practices, food safety precautions, foods that may have the potential to cause allergic reactions in children as well samples of menus that showcase healthy lunch options for parents bringing their child's food from home. These resources are located in our parent library in the front office. On days that children bring their own lunch from home, there will be milk, fresh fruit and vegetables available to them in addition to the meal they brought in.
- Liquids and foods hotter than 101F are kept out of reach of children.

## **HEARING AND VISION**

All Preschoolers ages 4 and older must have a hearing and vision screening in order to attend The Kid's Corral. This screening must be on file no later than 30 days after the child's 4th birthday. This screening may be completed by the child's physician during a well-child visit or at the County Health Department. (a.12)

## **HOLIDAYS**

The Kid's Corral will be closed on certain holidays. Please see the Director or our website for a list dates for closings. Although the center will be closed so that staff and children may spend time with their families, weekly tuition will remain the same.

## **HOURS OF OPERATION**

Monday – Friday 6:30 A.M. - 6:30 P.M., year-round, except for designated holidays.  
(See website or ask office personnel for holiday closures.) (a.1)

## **IMMUNIZATIONS**

It is a requirement by the State of Texas that all children in our facility have their immunizations current and on file. If a parent fails to provide proof of immunizations, the child will not be admitted to the center. The Kid's Corral does not require employees to be vaccinated. We abide by the applicable rules and laws set forth by the State of Texas Department of Family and Public Safety for employees and children in regard to vaccinations. (a.11)

## **ILLNESS/INJURIES**

Should a child become ill or suffer a minor injury during the day, a staff member will conduct a health check which is a visual or physical assessment of the child to identify concerns about their health including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance. If a child is ill or injured and does not require emergency care, they are made comfortable, and the parents are contacted. If your child exhibits any of the following symptoms, he/she must be excluded from attendance.

- (1) The illness prevents the child from participating comfortably in child-care center activities including outdoor play; The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
- (2) The child has one of the following (unless a medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities):
  - (A) An oral temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
  - (B) A tympanic (ear) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness. Tympanic thermometers are not recommended for children under six months old;
  - (C) An axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness; or
  - (D) Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
- (3) A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

It is requested that parents notify the school whenever a child has been exposed to a contagious disease. All parents are notified if a communicable disease (i.e. chicken pox) is present in the school. Students must be free from fever for 24 hours before returning to school. A certificate of good health may be required before re-entrance by a child after a lengthy or serious communicable disease or illness. Parents are responsible for informing the school regarding any booster vaccinations the child may receive. (a.3, a.27)

## **ILLNESS/INJURIES CONT.**

In the event of a communicable disease outbreak:

- All staff members will vigilantly follow policies and procedures regarding diaper changes, toileting, hand washing, food preparation and general common-sense measures such as keeping surfaces clean, changing bedding, teaching children how to cover coughs and sneezes, etc. to prevent the spread of germs that cause illness in the first place.
- In the event of an outbreak, the Director or person in charge will notify the Health Department and Child Care Licensing to inform them of the situation and ask for instructions and guidelines to follow for specific illness or outbreak.
- The Director or person in charge will inform all staff members of instructions and guidelines and require them to follow the same.
- The Director or person in charge will also notify all parents about the situation in writing within 48 hours as required by the Texas Department of Family and Protective Service Child Care Licensing.
- All staff are to follow the school's confidentiality policies when speaking of the above outbreak. Any violation of the confidentiality policy is grounds for immediate termination.

If a child receives a minor bump or abrasion injury, staff members apply first aid techniques and notify parents at pick-up time through an accident/injury report. If an injury is anything other than minor, first aid is applied and the parents are notified. An accident/injury report will also be filed. If an emergency situation exists the Director or Supervising Staff in Charge will contact Emergency Medical Services, the child's parents and the Department of Family and Protective Services. The Kid's Corral will not be held responsible for the costs of medical treatment for any illness or injuries, even when those occur in care.

## **INCLEMENT WEATHER**

In the event of inclement weather, The Kid's Corral will follow the decision of Denton ISD regarding closing. Tuition remains the same on days we are closed for inclement weather.

## **INJURIES/MEDICAL EMERGENCIES**

By signing the registration consent form, you have given The Kid's Corral employees the ability to secure medical care for your child in the event of injury/illness in your absence. You will assume liability for payment. Minor injuries such as scrapes and bruises will be taken care of by the teachers in the classroom. We will make every effort to contact you at the number(s) you have provided us on your child's registration form for more serious situations. If we cannot reach you at these numbers, we will call your emergency contacts. In the event of an emergency, we will call 911. This operation has liability insurance in the amount of \$300,000 for each occurrence of negligence covering injury to a child. The Kid's Corral will not be responsible for the costs of medical treatment for children who are injured due to accidents. (a.5)

## **LICENSING**

The Texas Department of Family and Protective Services regulates The Kid's Corral. If you should have any questions, concerns, or need resource information related to childcare, visit their website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or [www.txchildcaresearch.org](http://www.txchildcaresearch.org). The nearest local office is: 535 S. Loop 288, Suite 2001, Denton, TX 76205. The phone number is (800)582-6036 or (940)591-6279. Parents may review a copy of the center's most recent inspection report; it is posted in the front hallway. Parents may view a copy of the Minimum Standards online at [www.dfps.state.tx.us/Child\\_Care\\_Standards\\_and\\_Regulations/default.asp](http://www.dfps.state.tx.us/Child_Care_Standards_and_Regulations/default.asp) (a.22, a.23)

## **LOST AND FOUND**

Items that are lost will be placed in the office for 30 days only.

## **MEDICATIONS**

The Kid's Corral will administer prescription medication to your child provided we have a medication form completed. All medication must be a prescription and in the original container. The label must have child's name on it for which we are to administer the medication. We will only give medication according to the directions on the container. We are not permitted to administer over the counter medications unless we have written approval from a physician with the directions for administering such medications. If the medication needs to be refrigerated, please inform the office staff and ensure it is clearly labeled on the medication. Parents must also complete a Medication form in the office. The Kid's Corral keeps an Illness Report posted on the front bulletin board to inform parents of more serious contagious illnesses. We generally administer medication at 11:00 AM and 3:00 PM. If your child requires medication at a different time you must meet with the Director to make arrangements. (a.4)

## **NAP TIME**

Our busy children take age-appropriate naps after lunch for approximately 2 hours. Because we work so hard in the morning and have a lot more to learn in the afternoon, we require all children (other than school age), to lay down during naptime. If your child brings bedding (i.e. blankets, nap mat covers, pillows) from home for their nap mats, you must take it home at least once per week for washing. If your child has had an illness or the teacher feels the bedding needs to be washed more frequently, you may be asked to accommodate this request. Rest time is required by the state.

## **NON-DISCRIMINATORY POLICY**

The Kid's Corral does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education or other administrative policies and extends all the rights, privileges, programs and activities generally made available to students at the center.

## **OUTDOOR PLAY**

Weather permitting; all children will have outdoor play twice each day. We will not go outside hazardous ozone alert days with the level of red or higher (temperatures over 100), or when the temperature is below 50 degrees. If you wish for your child to wear sunscreen to protect them from the sun or insect repellent, please make sure you put it on them before coming to school each day. Outdoor play, weather permitting, is required by the state. If your child is too ill to play outside, a doctor's note is required. Physical activity is split up between indoor and outdoor gross motor activities, as well as teacher led and free play activities. Preschool aged children and school-aged children will participate in 90 minutes of moderate to vigorous physical play a day, outside when weather permits. (a.18, a.18f, a.19, a.18.c, a.18.d)

### **OUTSIDE EMPLOYMENT**

The Kid's Corral employees are prohibited from outside employment with parents of the facility. This includes, but is not limited to, babysitting and/or nanny-type jobs.

### **PARTIES**

We enjoy celebrating with the children! We encourage parents to sign up for class holiday parties with their child's teacher. Parents may bring store bought birthday cakes or food items that *do not contain any nut products* for our celebrations. Small goodie bags may also be distributed to the class as long as they do not contain homemade food items. Goodie bags will be handed out at the end of the day and taken home. Toys must be age appropriate and not a choking hazard. NO BALLOONS are allowed for the safety of all children. (a.21)

### **PERSONAL ITEMS**

Please leave toys, games, dolls and other figures at home or in the car. If your child sleeps with a special blanket or doll, it must remain in the child's cubby until naptime and taken home every Friday to be washed. The Kid's Corral is not responsible for lost or misplaced items.

### **PARENT COMMUNICATION**

The Kid's Corral has an open-door policy. Parents are welcome and encouraged to visit and observe their child's classes at any time without prior approval. The Kid's Corral strongly encourages parent communication in person, or via email or phone. Parents are also welcome to attend their child's birthday parties (if parent chooses for their child to have a small celebration), activities and events in the classroom as well as all center celebrations. You may schedule a conference with your child's teacher or the Director at any time you feel you would like to discuss your child's progress. In addition, teachers may update parents informally during drop-off and pick-up times. If parents would like to meet with the Director, they may schedule an appointment through the office staff or via e-mail if the Director is not available at the time. Every year we send out a survey where we welcome your input. Assessments are completed twice a year. Conferences are held twice a year October and May. (a.6, a.20, b.1)

In addition, The Kid's Corral offers a free Parent Resource Center with information concerning child development, discipline and guidance, support and healthcare to name a few.

### **PARENT REFERRALS**

We greatly appreciate your business and hope that you will be so pleased with our services that you will tell your friends and acquaintances about us! If one of those families decides to enroll their child(ren), we will credit your account \$25.00 after that family has been enrolled for 30 days. Our greatest advertising asset is you!

## **PROGRAMS**

We offer programs for children of ages six weeks to twelve years. For enrollment, the following must be completed:

1. Admission Form (Completed initially and updated annually)
2. Signed physicians statement
3. Current immunization records
4. Hearing/Vision Screening (For children 4 years and older)
5. Policy Handbook Acknowledgement
6. Food program paperwork

## **SAFE SLEEP POLICY**

All childcare providers at The Kid's Corral will follow safe sleep recommendations for infants to reduce the risk of Sudden Infant Death Syndrome (SIDS), Sudden Unexpected Infant Death (SUID), and the spread of contagious diseases: (a.9)

1. Infants will always be put to sleep on their backs. Infant sleep exception forms will not be allowed.
2. Infants will be placed on a firm mattress, with a fitted crib sheet, in a crib that meets the Consumer Product Safety Commission safety standards.
3. No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, positioning devices or extra bedding will be in the crib or draped over the side of the crib.
4. If additional warmth is needed, an approved sleep sack may be used.
5. The infant's head will remain uncovered for sleep. Bibs and hoods will be removed.
6. Sleeping infants will be actively observed by sight and sound.
7. Infants will not be allowed to sleep on a couch, chair cushion, bed, pillow, or in a car seat, swing or bouncy chair. If an infant falls asleep any place other than a crib, the infant will be moved to a crib right away.
8. An infant who arrives asleep in a car seat will be moved to a crib.
9. Infants will not share cribs.
10. Infants may be offered a pacifier for sleep, if provided by the parent.
11. Pacifiers will not be attached by a string to the infant's clothing and will not be reinserted if they fall out after the infant is asleep.
12. When able to roll back and forth from back to front, the infant will be put to sleep on his back and allowed to assume a preferred sleep position.
13. Awake infants will have supervised "Tummy Time".

## **SCHOOL PICTURES/SNAPSHOTS**

We enjoy taking snapshots of the activities the children participate in at the center. These pictures may be printed and posted on the doors and walls of the classroom, sent out in advertisements for the center and/or used for promotion on social media. By enrolling your child in The Kid's Corral, you consent that your child's photograph may be used for the above purposes. No names will be used on any photographs at the center. School pictures available for purchase will be taken in the Fall and Spring of each year.

### **SCREEN TIME**

We allow limited television and electronics throughout the day (no more than 1 hour) for children 2 years and up. Occasionally your child may be able to have time on the computer or tablet for educational games. Children 3 and up participate in our Hatch Interactive board at scheduled times during the day. Hatch's technology solution closes gaps in the learning cycle from assessment, review and adjustment, to prescribing specific content children need to be kindergarten ready. It is an educational program.

### **SOCIAL NETWORKING**

Cyber and social networking is very exciting these days. Please understand that employees of The Kid's Corral are prohibited from participating in social networking with parents and children. This includes, but is not limited to, Facebook, Twitter, TikTok, Snapchat and Instagram.

### **STAFF**

Our instructors receive no less than 30 hours of ongoing training per year and all have CPR/First Aid Certifications. Teachers are also trained on Shaken Baby Syndrome, Sudden Infant Death and Early Brain Development on an annual basis. In addition to annual training, the majority of our staff have many years of experience and/or college courses in child development. The Kid's Corral conducts a thorough background check, including an FBI Fingerprint exam on all potential employees. All staff are trained on abuse and neglect, including warning signs that a child may be a victim. The Kid's Corral Staff are not allowed to transport children in their personal vehicles.

### **TRANSPORTATION**

The Kid's Corral transports children before and after-school. The Providence Village location transports to and from Cross Oaks Elementary, Fuller, Providence and Monaco. The Savannah location transports to and from Savannah, Bell, Union Park and Paloma Creek. State law requires our vehicles to be in safe operating condition and all drivers shall have a current Texas Driver's License. All our drivers are trained specifically to transport in our vehicles. Children shall be loaded and unloaded at the curbside of the vehicle or in a protected parking area. (a.14)

### **VACATION/SPRING BREAK**

If your child is absent from school for any reason, payment is still expected on the dates they are due. After one year of full time enrollment, you will receive one week of vacation tuition free. Payment in full is still required on all holidays (Spring Break, Christmas, Thanksgiving etc.).

### **WATER ACTIVITIES**

The Kid's Corral will follow all DFPS guidelines and ratios while participating in sprinkler play. Children will be required to be dressed in swim attire in order to participate. Children are required to bring a towel and appropriate water shoes. (a.15)

### **WITHDRAWAL**

Any family wishing to withdraw from The Kid's Corral must give a two-week written notice to the Director. Future admission to The Kid's Corral will require registration and supply fees, as well as paying any outstanding balance from previous enrollment.