

# PARENT HANDBOOK

**A SPECIAL THANKS TO  
EVERYONE WHO HAS  
BEEN A PART OF  
KIDS KREATIONS!**



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**KIDS KREATIONS**  
Child Care & Early Learning Centers

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## POLICIES ARE REVIEWED ANNUALLY AND UPDATED IF NECESSARY

AMENDED & UPDATED August 2021

### UPDATING CONTACT INFO

After enrollment, if at any time contact information or any other information pertaining to the child(ren) in care changes, Kids Kreations has made it easy for parents/ guardians to update with out assistance.

All updates must be in writing and signed by the parent or legal guardian.

Please visit our website in order to download the appropriate form to update information, and send to Kids Kreations via email or in person.

**WEBSITE:** [www.kidskreations.com](http://www.kidskreations.com)

→ Select “Menu Options” at top Left

→ Select “Enrollment Forms”

→ Select appropriate form and submit to Kids Kreations

→ **Print, sign, and email or bring in person to the center.**

**EMAIL:** [emailus@kidskreations.com](mailto:emailus@kidskreations.com)

## OUR MISSION

We have so many concerns related to the businesses of childcare. The business at hand is about operations and caregiving. There isn't a single over-riding element in being a good childcare provider. We want to operate child care centers that everyone can be proud of.

It is our responsibility to be well informed about all areas of childcare giving and running a business, as well as can be. It is likewise, our responsibility to see that our entire staff is as well informed and trained as well as they possible can be.

"Quality" is the optimum standard. We stress quality to t entire staff and expect each and every one of them to wo that end. We expect as much and more, of our directors.

"Happiness" is the other ingredient for maintaining a positive atmosphere in my centers. Happiness should be visible throughout the centers and in our personnel, our clients, (parents), and most especially in the children.

It is our pledge to see that these ingredients are ever present at KIDS KREATIONS Child Care & Early Learning Centers while under our direction as Owners and Directors.

## PROGRAM SETTING

Kids Kreations Child Care & Early Learning Centers are set up in such a manner as to maintain a positive atmosphere of care and well-being. Children in care are given supervised attention during classroom activities, at meal times, while at play, and in quiet situations.

Children are taught creative expression, cognitive skills, good hygiene, positive self-esteem, and positive inter-action with other children in the prescribed activity areas.

## CURRICULUM GOALS

Kids Kreations Pre-K classes and early education program prepares children with the skills they need to be successful in kindergarten and elementary school. As an interactive learning community, children will learn to build skills that will help them gain respect for others, and develop a strong sense of self-confidence and awareness. Here, your child will learn effective communication, work in groups and independently, and develop a deeper understanding of their world.

The Pre-K program focuses on:

- Problem-solving
- Responsive listening
- Using language to learn
- Recognize and label own feelings
- Social and collaborative skills

## CIVIL RIGHTS POLICY

KIDS KREATIONS Child Care & Early Learning Centers and its owners, directors, and staff do not and will not discriminate against any child, parent, vendor, client, or other workers because of race, color, handicap, sex, age, religion, political beliefs, or national origin.

If you or anyone suspects that there is reason to investigate claims of abuse to this policy, please contact the center's director to inform of suspected abuse or charges and for information to the state's governing agencies for further investigation.

## GUIDANCE GUIDELINES

Children are expected to interact in an appropriate manner whether in a group setting, at play, at meals, or at quiet time. A child's inappropriate behavior will be treated with due respect. Time-out is generally accepted as the foremost tool for discipline. Caregivers will, at all times, remain in control of the child group settings and respond immediately to the nature of the mis-behavior. Likewise, the caregiver will offer praise for all appropriate behavior to encourage self-discipline and self-esteem. No child will be shamed, humiliated, frightened, or subjected to verbal or physical abuse by any other person while in the care of Kids Kreations centers.

If your child behavior is more the child care facility can accommodate, the child care center will call the parent after the center has tried to re-direct the child & work with the child, and ask them to pick-up the child. Upon the Third conference about inappropriate behavior, the parent will be asked to dis-enroll from the center.

## WITHDRAWAL OF CHILD

**Kids Kreations Child Care & Early Learning Centers reserve the right to withdraw a child, with 24HR notice, if we are no longer able to provide the necessary care for the child's needs.**

## DAYS/ HOURS OF OPERATION

Kids Kreations child care centers operate five (5) days per business week, and year-round.

**HOURS OF OPERATION:** Monday through Friday  
6:30am to 6:00pm

All children must be present at the center no later than 10:00 am unless prior arrangements have been made with the front office, as to not disturb the classroom environment. Child(ren) will be counted for lunch and snacks, and will take naps at appropriate scheduled times. If a child will not be in care before 10:00 am they will not be accepted into care until after 2:00 PM as to not disrupt naptime for the other children in care. The child Centers are closed in observance of the following:

### Holidays: (9) Total

- |                          |                            |
|--------------------------|----------------------------|
| (1) New Year's Eve       | (6) Thanksgiving Day       |
| (2) New Year's Day       | (7) Day After Thanksgiving |
| (3) Memorial Day         | (8) Christmas Eve          |
| (4) July 4 <sup>th</sup> | (9) Christmas Day          |
| (5) Labor Day            |                            |

## FAMILY INVOLVEMENT & ENGAGEMENT

Family Engagement is the process used to build genuine relationships with families. Relationships with families support overall family well-being and children's healthy development. When families are engaged, partnerships are created that have a common focus- helping children grow and thrive.

Kids Kreations will also offer the opportunity for families to participate in virtual story time.

### **Parent Involvement includes:**

- Parents talk to teachers at the time children arrive and when they leave at the end of the day.
- Parents participate in social events & attend meetings.
- Staff ask questions about the child, his or her family, and home life.
- Staff provide resources/ideas for families to use at home and in the community.
- Families share suggestions and concerns with staff.

## PARENT CONFERENCES

Parent conferences and parent participation is strongly encouraged. The centers, caregivers, and Director accept the responsibility and wellbeing of the children while in the care of the center. Kids Kreations will maintain a supportive role to the development of the children's needs as described by the parents. Parents are encouraged to talk to the caregiver in a positive relationship.

The staff and Director will address parent's concerns. Sensitive issues can be addressed with any staff person to focus attention to special needs. Questions and suggestions are welcome and greatly appreciated. An appointment should be made calling the center's Director, should a parent desire a conference with a staff member or Director themselves.

## CLOTHING POLICY

Activities at the centers include playing, eating, creative expression, and any other measure of participation that may require an additional change of clothing. Children's clothing should be easily identifiable. Children should be dressed in comfortable clothing appropriate to their daily activities.

## COMPLAINTS PROCESS

In an attempt to address the issues and concerns of our clients, Kids Kreations has adopted a set of procedures which allow any parent to voice any objections that may be warranted on issues pertaining to its policies, rules/guidelines, and/or staff indifferences to their child's wellbeing. Complaints should be voiced to the Director so that there is a clear understanding as to the nature of the complaint.

If the complaint involves a caregiver, the caregiver will be interviewed and the incident investigated by the director. A parent and caregiver conference may be scheduled to satisfy any personal differences. The director will work with both parties to resolve any differences.

## FEES & TUITIONS

Childcare tuition fees are published annually and will remain set as prescribed by our licensing partners. Any adjustments to fees or schedules will be published and posted thirty (30) days prior to implementation.

**LATE FEES:** A fee of \$1.00 per minute, per child will be assessed to parents for additional time a child is left in care after end of normal hours of operation (6:00 pm).

Centers are licensed to operate within the time frames granted by the Texas Department of Protective & Regulatory Services. Late pick-ups will be charged by and paid to the person who is left caring for the child(ren) beyond normal hours of operation.

***Late fees will be the sole responsibility of the parent and must be paid at time of child(ren)'s pick-up.***

**PLANNED OR UNPLANNED ABSENCES:** Tuition deductions are **NOT** available for planned or unplanned absences. Our staffing and other operational expenses are arranged according to fixed enrollment levels and must be met on a continuing basis. We are confident that you will understand our need for financial stability and we appreciate your cooperation.

**REFUNDS: NO REFUNDS ARE GIVEN.** Tuition is due every MONDAY for current week. A **\$20.00 Late Fee** will be assessed if payment is not received by WEDNESDAY of the same week.

**CCMS PAYMENTS:** We are a vendor for Child Care Management Systems. Parent Co-Fee Payments as well as activity or field trip fees for the month, are due in full on the 1st of each month. Payments not received by 9am on the 2nd of the month will result in suspension of care. On the 3rd of each month, we report to CCMS any account that has failed to pay their parent co-fees which could result in termination of care with our facility.

## CHILD HEALTH POLICY

Care Centers will not provide care for a child who is ill, if the health of other children is at risk. Please keep your child(ren) home if they are sick. A child that is sick cannot participate in daily activities and routines.

**Symptom of illness includes, but are not limited to:**

- A temperature above 99\* degrees F
- 2 or more instances of Vomiting
- Diarrhea and/or unusual breathing
- Having been exposed to a contagious or a communicable disease

The center staff will carefully monitor any evidence of head lice and parents will be asked to remedy the child's condition before permitting the child to return to the Center's care. Any child determined to be ill or suspected of having symptoms of a communicable disease will be isolated from the other children, and the parent will be called to have their child picked up within a 30-minute time frame

## DROP OFF/ PICK-UP PROCEDURES

All families dropping off or picking up children **MUST** sign in & out **each day**. The sign in & out book is located on the front counter.

If you anticipate a late arrival or face an emergency situation that will put you in a late situation, be prepared with a contingency plan to have a relative or known acquaintance pick up your child(ren), before end of normal hours of operation. Any person who is designated to pick up your child(ren) will have to be on your list of approved persons and in your file with proper identification. (EX: TX-DL)

**CCMS PARENTS:** It's **YOUR** responsibility to swipe **YOUR child in every day**. YOU must swipe your child(ren) in daily before you leave your child or your child may not be counted as present for childcare.

**After 3 days** of non -swiping your childcare can & will be dropped.

**After 40 absences** in one year your childcare services will be dropped.

## INCLEMENT WEATHER POLICY

In the event the weather conditions get snowy or icy, please be advised that the center will not be opening at normal hours of operations. The center will open one hour prior to the **FORT WORTH ISD** school opening.

If the FTW ISD is closed, then the center will be closed. Please also be advised if the weather seems to be getting bad and the road conditions are worsening, we ask parents to please pick up their child(ren) A.S.A.P. We are concerned about the safety of not only you and your family, but our Staff members as well.

## MEDICATION POLICY

No medication will be administered unless the following guidelines are met:

- Medication authorization form is completed and signed by the parent
- Medication is in its original container
- Medication and/or container **MUST** have the child's name on it
- Medication and/or prescription has the Doctor's name and the name of the medication being administered for this child

***No over-the-counter medications will be administered*** by the staff at any time. It is the parent's responsibility to have given the first dosages of medications for the day. Medications will be administered only once (at mid-day) for the child's protection.

**SUNSCREEN:** If your child requires sunscreen, please make sure to fill out a SUNSCREEN Authorization Form. Please make sure the Sunscreen has YOUR child's **First & Last name & Date** that you brought the Sunscreen into childcare center.

**INSECT REPELLANT:** If your child requires Insect Repellant, please make sure to fill out an INSECT REPELLANT Authorization form. Please make sure the Insect Repellant has YOUR child's **First & Last name & Date** that you brought the Insect Repellant into childcare.

**Parents must personally provide their child with Sunscreen or Insect Repellant AND label them, for the centers to apply to child as directed.**

## MEALS FROM HOME/ SACK LUNCHES

**SACK LUNCHES:** Due to program events such as field trips, swim day, etc., a sack lunch from home may be required on occasion for Preschool and School age children.

Please remember when preparing a sack lunch, refrigeration will not be provided and it must be ready for travel and **must be “ready to serve”, be nutritious, completely disposable and non-perishable.** If a snack lunch is “forgotten” when requested, a fee of \$5.00 will be charged to your tuition account. We recommend and suggest the following items:

- Dried fruit/raisins, beef sticks, chips, granola bars, or carrot sticks.
- A fresh fruit such as an apple, orange, banana or grapes seem to travel well and stand up to the heat.
- Individual servings of canned beanie-wienies or fruit - the kind with pull tops - seem to be a favorite, but don't forget to include a plastic spoon!
- There are a variety of “boxed” drinks available today, and if you will freeze them the night before and then wrap them in paper towels (to absorb the moisture as they melt) they will stay cold and be ready to drink by lunchtime.
- Please do not send chocolate (**it will MELT**) or other candy. We also do not recommend a Fruit roll-up - they will melt and then cannot be removed from the paper.
- Please DO NOT send “Lunchables” due to refrigeration needs.

**NO PEANUT BUTTER OR PEANUT PRODUCTS ARE ALLOWED DUE TO POSSIBLE SEVERE ALLERGIES OF OTHER CHILDREN IN CARE.**

## SPECIAL DIETS & FOOD ALLERGIES

If your child has a specific food **ALLERGY, please notify the office during the enrollment interview.** A F.A.R.E. Food Allergy and Anaphylaxis Emergency Care Plan must be completed by you and your child's physician prior to the first day of care. In cases of religious preference (not allergy related), we can work around and still provide for your child's nutritional needs. There will be no tuition deduction in any case.

**WHAT ARE FOOD ALLERGIES** ([www.foodallergy.org](http://www.foodallergy.org))

A **food allergy** is a medical condition in which exposure to a food triggers a harmful immune response. The immune response, called an allergic reaction, occurs because the immune system attacks proteins in the food that are normally harmless. The proteins that trigger the reaction are called **allergens**.

The **symptoms** of an allergic reaction to food can range from mild (itchy mouth, a few hives) to severe (throat tightening, difficulty breathing). Anaphylaxis is a serious allergic reaction that is sudden in onset and can cause death.

**EIGHT MAJOR FOOD ALERGENS** – milk, egg, peanut, tree nuts, wheat, soy, fish and crustacean shellfish – are responsible for most of the serious food allergy reactions in the United States.

Researchers estimate that 32 million Americans have food allergies, including 5.6 million children under age 18. That's one in 13 children, or roughly two in every classroom. About 40 percent of children with food allergies are allergic to more than one food. More than 15 percent of school-aged children with food allergies have had a reaction in school.



## BREAST FEEDING

Breastfeeding mothers, including employees, shall be provided a private and sanitary place (other than a bathroom), to breastfeed their babies or express milk. This area will have an electric outlet, comfortable chair, and nearby access to running water. Mothers are also welcome to breastfeed in front of others if they choose.

A refrigerator will be made available for storage of expressed breast milk.

Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date.

Sensitivity will be shown to breastfeeding mothers and their babies

## MEALS & NUTRITION

**If your child has a specific food ALLERGY, please notify the office during the enrollment interview.**

Kids Kreations Assures that the standards of our nutritional program are maintained and monitored according to the policies and procedures prescribed by the Texas Department of Human Services.

All children enrolled will be offered the same free meals with no physical segregation or discrimination because of race, color, handicap, sex, age, religion, political views or national origin.

Kids Kreations centers offer the children in care a nutritional morning breakfast, a complete lunch including a meat item, vegetables, fruits, milk, and breads, and a nutritious PM snack.

## MEAL SERVING SCHEDULE:

Breakfast: 7:15 am to 8:15 am

Lunch: 11:00 am

PM Snack: 2:30 pm

To comply with the state Minimum Standards no other foods are allowed into the centers with the exception of special parties. All special party foods and condiments must be approved by the Center's Director.

***\*\*\* If you choose to provide your child with meals and/or snacks, an agreement must be signed stating that you (parent/ or legal guardian), understand that the child care center is not responsible for its nutritional value or for meeting the child's daily food needs. \*\*\****

## PROGRAM PRACTICES:

1. Liquids and food hotter than 110 °F are kept out of reach
2. All staff are educated on food allergies and take appropriate safety precautions to ensure children are protected.
3. On days that the center serves prepared food brought into the program to be shared among children, it will be commercially prepared OR prepared in a kitchen that is inspected by local health officials.
4. Healthy snacks (as listed by the Texas Department of Agriculture) are available for school aged children as the children arrive.
5. On days our centers serve meats, milk, fresh fruit and vegetables; all items are available for children who bring lunches from home.

## NAP TIME

A rest time will follow lunch each day is provided and required by Texas Minimum Standards. Each Child is provided a cot/mat and encouraged to sleep or rest during a two-hour period, if a child awakens before nap time is over a designated area for quiet activity will be provided.

In the event weather is bad and outside time is restricted, indoor activities will be provided to engage children in play time.

## PHYSICAL ACTIVITY

Weather permitting, children will engage in structured/unstructured outside play time, twice a day, in thirty (30) minute increments.

In the event of bad weather and outside play is restricted, indoor activities will be provided for children to keep them engaged in play time.

## TOYS & SPECIAL ITEMS POLICY

We ask that children not bring personal items such as toys to the centers. In the event that any special items are to be brought in the centers, be aware that there is a possibility it may become lost, misplaced, or broken.

Any items brought into the centers must be clearly identified so that they might be returned to the rightful owner.

Backpacks, lunch kits, school items, and any other personal belongings are the sole responsibility of the children. It is also the responsibility of the parent to see that the children leave the center with those items. The centers will not assume any responsibility for lost or damaged articles.

# GANG-FREE ZONE INFORMATION

## New Requirements Regarding Gang-Free Zones For Child Care Centers

As a result of House Bill 2086 that passed during the 81 Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

### **What is a gang-free zone?**

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

### **How do parents know where the gang-free zone ends?**

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

### **What is the purpose of gang-free zones?**

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

### **What does this mean for my day care center?**

A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

### **When do I have to comply with the new requirements?**

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care.

**For further information please contact your licensing representative or your local licensing office.**

Child Care Licensing/jr DFPS 8/31/2009

I have received a copy of the new requirements regarding Gang-Free Zone Information.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date