

Carrillo's
Kingdom Kidz



DayCare LLC

**3139 Junction Highway
Ingram, TX 78025**

Operational Policies

Kingdom Kidz Daycare

Kingdom Kidz Daycare is year-round and will follow the Ingram Independent School District Schedule for most Holidays and Emergency Closures. We Provide an updated calendar every year for planning and scheduling. We ask parents to keep a copy at home and refer to it often. Full Daycare is offered from 7:00 am - 5:30 pm on Monday-Friday's.

Release of Children

Our normal procedure is to release the child to his or her guardian/parent(s) ONLY, or someone you designate on the enrollment form. If someone other than the parent is to pick the child up, please notify us in advance. A verbal notice is acceptable on the day of pick up ONLY if the parent /guardian calls us and we are able to verify identity.

The emergency contact list you are required to complete designates who may pick up the child if a parent/guardian cannot. Those on the emergency contact list should also be people we could call in the event of an emergency or you do not show up to pick up your child. Please inform your emergency contacts if we do not know them; they will be required to show valid identification.

A sign in/out sheet is located at the front , please be sure to always write down time arrived and a signature with time upon departure EVERY DAY as it required per licensing. This helps teachers know the exact count at any given time.

Illness and Exclusion Criteria

Parents will be notified immediately if signs of illness occur. While waiting for the parent to arrive, the child may be removed from the classroom to prevent contact with other children. Sick children will be kept at school only until the parent or emergency contact person arrives. Symptoms of illness include:

- Fever *-Oral temperature at or higher than 100.4 or under arm at or above 100.0. Child may return when he has been fever free for a minimum of 24 hours **without medication.**
- Vomiting*-If your child vomits two or more times in the previous 24 hours, they should not attend care. He/she may return when 24 hours have passed since the last episode of vomiting **without medication.**
- Diarrhea*-If your child has diarrhea(watery bowel movements) 3 or more times, they may not return until 24 hours have passed since the last episode **without the use of medications.**
- Lice/ or Nits*- Child cannot return until at least one treatment has been applied,and child has no visible signs of active lice.

****If a child was sent home due to any of these symptoms you MUST keep the child home at least 24 hours until symptoms have subsided without medication. If you drop off the next day with no doctor's release the director will call to have you pick up your child.**

Medications

Kingdom Kidz will not administer medications unless absolutely necessary. Medications must be in the original labeled container and a permission form must be completed. If your child requires emergency medications such as an inhaler or Epi-pen, the following paragraphs describe our policy.

KKDC staff may administer medication prescribed by a physician and in emergency situations. Please make every effort to schedule medications when the child is not in our care. Prescriptions must be in the original , child resistant container that has been labeled by a pharmacist. The bottle must include the child's name, the name of the medication , the date the medication was filled , the prescribing physician, expiration date, administration and storage instructions.

Parents must complete our in house medication administration form that is written permission giving KKDC staff consent to administer the medication. Medications will not be given unless both of these steps have been completed in full.

We prefer not to administer Over-the-counter medication as this may mask symptoms that may exclude a child from care; although OTC meds may be given at director's discretion once forms are complete & protocol is followed.

Records of all medications administered will be kept at the center. **KKDC will not, and cannot administer medication if the above guidelines are not explicitly followed.**

Emergency Medical Procedures/Accidents

Emergency plans are posted and Emergency numbers are posted in the office by telephone.

In the event of an accident or medical emergency, parents will be notified as quickly as possible. The teacher is responsible for going with the child to the emergency room or administering first aid if ER care is not necessary.

If the accident is minor, an accident report will be completed and a copy given to the parent to sign.

Parent Notifications

The easiest, most effective way to communicate to parents and guardians is in writing. All memos and parent notes will be posted on the KKDC Communications Board and may be on our Facebook Page.

Handbook updates or changes will be in writing and will need to be added to your original copy. At times, we may need to contact you by phone. This does not necessarily mean an emergency has occurred; but communication may be needed in a timely manner. Please email any changes to carrillokkdc@gmail.com , stop at the office to make changes in your contact information or emergency contacts.

Classroom Guidance

Discipline and guidance

We strive to keep misbehavior to a minimum; however, some problems still occur. Discipline will be consistent and individualized for each child, and appropriate for the child's level of understanding.

Our caregivers use positive methods of discipline which include:

- Using praise and encouragement of good behavior instead of focusing only on the unacceptable behavior
- Reminding a child of behavior expectations daily by using clear statements what is acceptable and what is not
- Redirection
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development. This may be limited to no more than one minute per year of the child's age.
- Misbehavior may be documented and shared with you and the director.

KKDC reserves the right to protect children and staff. This includes but is not limited to: hitting, biting, kicking, scratching, spitting, hair-pulling, slapping, running from staff in or out of the building, climbing fences, using inappropriate language or disrupting the classroom. Other actions may include throwing objects at a staff member or other children out of anger/frustration.

Repeated inappropriate behavior which is not responding to the above measures will require more serious consideration. We may contact you to schedule a conference with the teacher and director to try and remedy the inappropriate behavior. If necessary, it may be necessary to remove the child from the classroom and take them to the director's office.

If the behavior is repetitive, not improving or dangerous to other students, parents will be called to pick up their child. Consequences may progress to suspension or removal from the program depending on the situation and tuition remains due. Parents play the most significant role in the appropriate social development of children. As we work together, we can meet the social and psychological needs of your child. Group care, classroom settings like KKDC may not be the right fit for every child.

[Infant Sleep Safe policy](#)

This form provides the required information per minimum standards §746.501(9) and §747.501(6) for the safe sleep policy.

Directions: Parents will review this policy upon enrolling their infant at and a copy of the policy is provided in the parent handbook. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death (SIDS/SUIDS) at:

<http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

Safe Sleep Policy

All staff, substitute staff, and volunteers at will follow these safe sleep recommendations

of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless they have, a Recommendation, signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non-full size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector.

Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/ animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415(b) and §747.2315(b)]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].

- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe.

Their use may increase the risk of suffocation [§746.2415(b) and §747.2315(b)].

- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].

- If an infant needs extra warmth, use sleep clothing (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [§746.2415(b) and §747.2315(b)].

- Place only one infant in a crib to sleep [§746.2405 and §747.2305].

- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal [§746.2415(b) and §747.2315(b)] or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2401(6) and §747.2315(b)].

- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health-care professional [§746.2426 and §747.2326].

- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of

vaporizers) [§746.3703(d) and §747.3503(d)].

- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised “tummy time” several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant’s health care professional [§746.2428 and §747.2328].

Privacy Statement

HHSC values your privacy. For more information, read our privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>.

Health Information/Accommodations

Immunization requirements are set by the minimum standards for child care centers by the Texas Department of State Health Services. Texas Minimum State Vaccine Requirements for Child Care Facilities can be obtained from the office or <http://ww.dsps.texas.gov>

Vision and Hearing Screenings are done annually when the child reaches 4 years old.

KKDC strives to be sensitive to adapting to children’s developmental needs. Should your child need services from therapists such as speech, physical, and occupational; we welcome those visits.

Parent information can be provided in their primary language when necessary to accommodate cultural diversity.

Enrollment Process

ALL ENROLLMENT FORMS MUST BE COMPLETE BEFORE ATTENDING

If at any time there is a change of information, you MUST notify us IMMEDIATELY. Your child’s safety and well-being is our primary concern; therefore, it is important for us to be able to contact you.

Tuition Fees are due every FRIDAY for the following week.

Rates are evaluated every summer and are subject to increase in August each year. Tuition fees are non-refundable. First week's tuition may be prorated upon registration. Payments can be made in the office by cash, check or credit card (visa or mastercard).

Physical Activity/Outdoor Activity

Children are encouraged to engage in physical activity for at least 60 minutes per day for 2 year olds and 90 minutes per day for 3 & up. Our policy on outside time is children will go outside twice per day-once in the morning, and once in the afternoon. All children will have outdoor play activities when the weather permits. **The children will go out in very hot weather and very cold weather unless there is a local weather advisory, so please dress your child appropriately.** During very hot or cold weather, precautions are taken such as shortening the amount of time your child spends outdoors, encouraging a higher volume of water intake, and providing activities in the shade. We may not play outside if the winter temperature is <40. In summer if the temp is >100, we may spend time in a shaded area.

When it is raining, our recess time may be spent indoors doing videos/song & dance or an activity to help get the energy out.

We love to play outside at KKDC because of this, please dress your child in comfortably weather appropriate, in closed toe shoes, and not in their Sunday best. Shoes should be comfortable and provide adequate protection during play. Flip-flops, slip-on shoes, open toe sandals, and any shoes with a heel are prohibited including cowboy boots as they provide a safety hazard.

Lunch Time and Snacks

Children will need a lunch sent from home. Parents/Guardians are asked to pack a nutritional lunch that meets their child's daily food needs. If you send food items that need to be microwaved, the teacher will use eco-friendly paper plates. Please label your child's lunch box and ice packs with their full name. The School will provide all paper products to include: paper plates, paper bowls, paper napkins, small plastic cups and disposable spoons/forks. The School will provide drinking water at every snack and meal. The School cannot be held responsible for the nutritional value of lunches sent from home. To learn more about nutritional lunch selections visit:

www.fns.gov/th/myplate . Please note, an afternoon snack will be provided by Kingdom Kidz. We will check ingredients to meet any noted food allergies or dietary needs.

Infants-For Families with infants, KKDC respects the choices of parents to provide either formula or breast milk for their baby. Please send your child with

the appropriate bottles . Infants who eat baby food or solid food, parents need to ensure they send the food they want their baby to eat each day.

Breast milk-KKDC provides a comfortable place in the classroom with a seat for moms to breastfeed their babies. Parents can also leave breast milk for their child in the nursery refrigerator while in care at KKDC. Breast milk must be labeled and dated. Breastfeeding gives infants the best start and studies show it lowers risks for SIDS and obesity in later years. Breastfeeding education resources can be found on the KKDC communication/resource board.

Insect Repellent and Sunscreen

With spring rain comes pesky mosquitoes! Please provide Bug Repellent & sunscreen as part of the supply list. It must be labeled with a child's name. We cannot apply repellent from another child unless it is a sibling. Some parents find that the spiral bracelets work very well . The same applies to sunscreen if you want us to apply it please provide a labeled container.

Parent Involvement

Parents, grandparents and family members (that are on the enrollment form), are welcome to stop by anytime their child is in our care (while abiding by any legal custody documents when applicable). It is not necessary to make an appointment to observe your child. For the safety of the kids, all visitors must sign in upon entering the building. Our facility and the surrounding area is also a *gun free/gang free zone*.

We want to provide all families a pleasant daycare environment. We want to know of compliments, concerns, or any questions you may have. If a disagreement occurs, it needs to be taken directly to the attention of the other person involved such as your child's teacher. If a resolution is not met, THEN the director of the center would like to be aware. Most of the time, a resolution can be reached once views are discussed and there is open communications. None of us are perfect, but we can all work together for the benefit of the kids.

The Director's office is open to anyone who may have a question, concern, suggestion, compliment, or complaint. If at any time you would like to review a copy of the minimum care standards and the most recent licensing inspection report, it is located in the Director's office.

You may reach the Texas Department of Family and Protective Services who licenses child care centers:

Kerrville
819 Water Street. Suite 230
Kerrville, TX 78028
(210)337-3399 www.dfps.state.tx.us

Child Abuse/Neglect and Reporting

*All KKDC staff members will be required to do annual training for child-maltreatment via Agri-Life online classes, without certificates upon completion. By law, it is KKDC's responsibility, as well as yours- the parent or guardian to report suspected child abuse immediately. State law requires daycare personnel to report all cases of suspected abuse or neglect to Child Protective Services. They may be contacted toll free , 24 hours a day at

1-800-252-5400.

KKDC staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects.

By the Texas Penal Code, we also are obligated to inform all families that any area within 1000 feet of a child care center is a gang free zone. Criminal offenses in these areas will have more harsh penalties if convicted.

Special Care Needs

All children in Kingdom Kidz will receive the benefit of services in a natural environment and the caregiver will learn methods for best serving the child and encourage incorporation of ECI or another service provider into classroom activities.

KKDC strives to be sensitive to adapting to children's developmental needs. Should a child need services from therapists such as speech, physical, and occupational: we welcome those visits.

Verification

Orientation with child(ren) parents to go over completed enrollment forms which include but are not limited to:

- 1) Student Application
- 2) Parent Handbook
- 3) Parent Orientation & Tuition Agreement (signed)
- 4) Signature page on Discipline and Guidance Policy