

PARENT HANDBOOK



2026-2027



PLEASE BE SURE TO READ THE ENTIRE PACKET OR WATCH THE VIDEO ENTIRELY- QUIZ GIVEN

OPERATIONAL POLICIES

This handbook outlines our policies and procedures as a licensed childcare center. Our program focuses on helping children feel secure and build a positive self-image while fostering essential skills in language, fine motor, large motor, and self-help abilities. We value your questions and feedback as we work together to create the best experiences for your child.

KINGDOM KIDS ACADEMY FOR PERFORMING & VISUAL ARTS

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DESOTO TEXAS 75115

Phone: 469.297.4052

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Website: WWW.KKAPVA.COM Email: KKAPVA@GMAIL.COM

Mission Statement

Train up children in the way they should go spiritually, academically, creatively, physically, and socially.

Philosophy & History

Biblical principles will be taught and even mingled with the performances that they children will present throughout the year. We believe that with the knowledge & wisdom of God, LOVE and discipline - children are fashioned to bear integrity, respect and self-worth.

Upon leaving KKAPVA each child will be greatly familiarized with the concepts of visual arts, theatre arts, music, and dance! The experiences and friendships that they gain at this program will help mold them for future artistic endeavors.

Ms. Coley/ Mama Bear/ Ms. Nicole was born in Fort Worth, Texas in the early 80's. Her passion since childhood was to make learning fun! The decision that I made in June 2005 to start a children's program is what I feel I am called by God to do. I believe that through love, compassion, structure, guidance and encouragement our children can do and become whatever their minds can imagine. I believe that the start of a child's life has an impact on how they see themselves in the future.

Montessori Methods

As of August 2024, our school will incorporate many new methods for training our leaders to be independent and grow to desire learning. We will now begin using more Montessori methods throughout the school day to enhance curiosity for learning and independence. What this looks like at KKAPVA....

Multiage Classroom (almost 3 – 5 years)

In this setting the older children are encouraged to practice their leadership skills and organically develop empathy for the younger learners in their class. (This is awesome for only children & children that are expecting 1st time siblings.) The younger children naturally learn by observing the older children display how to engage with peers & teachers, how to participate in classroom activities (groups & individually) & transitions.

Hours of Operation

KKAPVA will open from 6:30 TO 5:30PM. The program will add an initial \$5.00 late fee and additional \$1.00 per minute fee for every 1 minute that the child is at the center past 5:35pm. Like any other family, after a long and exciting day of work, families value and enjoy quality time together. Please be punctual at pick up time.

Vacations

Parents – when taking a vacation, please inform the childcare at least 2 weeks in advance. Normal tuition is due.

Holidays

The following holidays are considered PAID holidays
(We may close or close early, but full payments are still required.)

January – New Years & MLK Day

February – Presidents Day

March – Spring Break – closed for 2 days

March/April – Good Friday

May – Memorial Day

July – 4th of July (day before or after)

September – Labor Day

October – Columbus Day

November – Thanksgiving Week (2 days)

December – Winter Break (see calendar)

Open Door Policy

At KKAPVA, we have an open-door policy, meaning parents are welcome to visit at any time. We appreciate your trust in choosing KKAPVA, where our goal is to provide a safe and loving environment for every child.

Visiting Classroom/ Parent Teacher Conference

At KKAPVA, we value strong communication between families and teachers. Parents are encouraged to schedule conferences to discuss their child's progress, ask questions, and share insights. By working together, we can support each child's learning, growth, and development.

Staff Training Days

Each last Wednesday of the month, the school will close at 3pm for staff development.

Annual Loyalty Tuition Benefit

Families who remain continuously enrolled in our childcare program for **one full year** are eligible to receive **one (1) week of tuition at 50% of their regular tuition rate**.

This benefit:

- Must be used during the **following enrollment year** after it is earned.
- Is limited to **one week per eligible year**.
- **Does not accumulate or roll over** from year to year if unused.
- Has **no cash value** and cannot be transferred to another family or applied to any other fees.

We appreciate your continued trust and are grateful for the opportunity to care for your child.

We will allow the children (while guiding them) to self-check their behaviors through child-initiated activities. Many of our new activities will be child-initiated and will allow them to play, make mistakes and learn.

Responsibility

One of the most important characteristics of growing up is learning to be responsible and respectful to oneself, to others and to school materials & home materials. To start this pattern of care, we will implement various “chores” for the children to do daily. Examples: cleaning their tables, sweeping & mopping the floors, learning to put away dirty laundry in its correct place, folding small towels, feeding the animals, watering the plants...etc. This will give them a sense of belonging.

Tour of Facility

At KKAPVA, we warmly welcome parents to tour our facility and meet our team. During the tour, parents can explore our classrooms, outdoor play areas, and specialized learning spaces designed to support children's growth and development.

Enrollment Requirements

Parents must visit the school with their child for quick assessment

Must watch the Parent Handbook video/ or read and complete quiz

Pay the non-refundable registration fee \$40 per child

Pay the Performance & supply fee \$65 (August) per child

Pay supply fee \$40 (January) per child

Purchase school supplies: 2 packs of wipes, 2 box of Kleenex, 2 bottles of bleach, 2 packs markers, 2 boxes of chunky crayons, 1 bottle of glue, 4 glue sticks.

Provide a sleeping cot, blanket and extra clothes for school.

Parents – you will need to bring an original document of the following:

↔ Valid DL or ID

↔ Childs up to date shot records

*** Copies of these can be made at the center***

When your child receives any new immunizations, please provide a copy of the record to us. We are required to keep updated immunization records on each child enrolled.

Withdrawal Procedure

To withdraw your child, please give two weeks' written notice. If you withdraw your child during the middle of the week, tuition will be due for the entire week.

Trial Period

Each student that enrolls at KKAPVA will be put on a 2-week trial period. This allows the child/staff to adjust. If it is not a good fit for the child or staff, the enrollment will be immediately canceled. On the last day of the 2-week trial period.

Outside Food

To help provide a safe, healthy, and consistent environment for all children, our childcare center does not allow outside food or beverages to be brought into the school.

All meals and snacks served during the day are provided by the school or must follow the center's approved meal guidelines, when applicable. This policy helps us:

- Protect children with food allergies and dietary restrictions.
- Maintain food safety and sanitation standards.
- Ensure all children receive consistent, nutritious meals and snacks.
- Minimize disruptions during meal and snack times.

Exceptions

Outside food may be permitted only for special occasions, including:

- Birthdays
- Recognized holidays
- Classroom celebrations or special events approved by the center

All food brought for these occasions must:

- Be approved by the director or administration in advance.
- Be commercially prepared and in its original, unopened packaging with ingredient labels visible.
- Comply with the center's allergy and food safety policies.

Homemade foods will not be accepted for classroom celebrations.

Parents who wish to celebrate a special occasion should contact the center in advance to make arrangements. The school reserves the right to decline any food items that do not meet health, safety, or allergy guidelines.

We appreciate your cooperation in helping us provide a safe and healthy environment for every child.

Outside Toys

Toys that are brought from home will NOT be the responsibility of KKAPVA staff. If it gets lost, stolen or broken

****we will NOT be held responsible for any replacements****

Release of Children

Your child will only be allowed to leave with a person whose name is on file as a person authorized to pick up your child. A written notice or telephone call from the parent stating authorization for another person to pick up child will be acceptable. Please note that identification will be asked for upon their arrival before the child will be allowed to leave with them. This is strictly for the child's safety and your cooperation is greatly appreciated.

Introduction Of Staff

Parents will also be introduced to our dedicated staff, who are passionate about creating a positive, nurturing environment for every child. Each staff member brings unique expertise in early childhood education and is committed to providing the highest level of care and support. We value the chance to connect with families and answer any questions, ensuring that you feel confident and informed about your child's experience at KKAPVA. Thank you for choosing to visit us—we're excited to partner with you in your child's early learning journey!

Roles of KKAPVA

At KKAPVA, parents play a vital role in their child's development and overall experience at our center. We believe that there is a strong partnership between families and educators is essential for fostering a nurturing and supportive learning environment.

Parents are encouraged to actively participate in their child's education by communicating openly with teachers, attending meetings and events, and sharing insights about their child's interests and needs. Your involvement not only enhances your child's learning journey but also contributes to a sense of community within our center. Together, we can create a positive and enriching experience that promotes each child's growth, learning, and well-being. Thank you for being an integral part of KKAPVA family!

CCMS – Child Care Management Services

If you are experiencing any issues with Child Care Services, please let CCS enrollment know so the center can assist you. Keeping us informed will help us address your concerns effectively.

Parent Resource Board

The parent resource area is located near the back door, behind the Freshman classroom door.

Curriculum Goal

KKAPVA offers a well-rounded curriculum that supports all areas of child development: social, emotional, cognitive, communication, physical, and creative. Age-appropriate activities are designed to engage children and help them grow in each of these areas.

Our goal is to support preschool children in developing skills that promote overall well-being and prepare them for future success. By meeting the needs of the whole child, we aim to bridge the gap between home and school

Individual Learning Plans

We value each child's unique strengths, interests, and learning styles. To support their individual growth, we create personalized learning plans that cater to their specific developmental needs.

Developmental Checklist & Report Cards

KKAPVA Checklist to help with identifying
your child(ren)

Physical development (e.g., fine and gross motor skills)

Cognitive development (e.g., problem-solving, memory)

Social and emotional development (e.g., interaction with peers, self-regulation)

Language and communication skills (e.g., vocabulary, listening, and speaking
abilities) Self-help skills (e.g., dressing, feeding)

Report Cards are given to parents 3 times a year (please check the calendar)

Parent Communication

At KKAPVA, we prioritize open communication with families. Each month, parents receive a calendar with important dates and upcoming activities to keep them informed about what's happening at our facility. Staff also provide notifications about events, center updates, and relevant child development information, all of which are posted on the parent board at the front entrance.

In addition, parents receive daily progress updates on their child's day, ensuring they stay connected with their child's learning and experiences.

Parent App Communication Source - Playground

ALL PARENT NOTIFICATIONS WILL EITHER BE POSTED ON THE DOOR, A FLYER, A TEXT MESSAGE OR POSTED ON Playground app. Please make sure to download the Playground app & to check it frequently for updates & reminders.

Suggestion Box

We welcome parent suggestions to enhance the quality of our program. Please feel free to share your ideas by using the suggestion box located in the front office. Your input is valuable to us!

Updating Information

To ensure we can reach you promptly, please keep your contact information up to date. You may update your information at any time by phone, in person with the front office clerk, or directly with the center director. In addition, parents can update their information via email or text.

Insurance

Due to financial reasons, KKAPVA does not hold insurance at this facility.

*If any child shows evidence of abuse the Department of Family Protective services will be notified. *

Drop Off Child Safety

Children will be observed at pick up for high fever & other illnesses. If they are found to be ill, parents will be called to pick them up.

Release of Children

Your child will only be allowed to leave with a person whose name is on file as a person authorized to pick up your child. A written notice or telephone call from the parent stating authorization for another person to pick up child will be acceptable. Please note that identification will be asked for upon their arrival before the child will be allowed to leave with them. This is strictly for the child's safety and your cooperation is greatly appreciated.

Children Health Statements

Each child must have a health care statement from their pediatrician stating they are well enough to attend school at KKAPVA. Please note this is MANDATORY FOR CHILD(ren) to start.

Medications

If your child needs prescription medicine administered, please sign the Medicine Information Sheet" stating the dosage and frequency of medicine to be given to your child. All Medicine provided must be clearly labeled with the child's full name. No over the counter medication will be given (parents may come in to administer OCM)

Medical Emergencies

If any child is seriously injured or becomes seriously ill, one of the team members (CPR & 1st Aid Certified) will administer CPR and or the appropriate First Aid until EMT's arrive. The parents will be contacted as soon as possible with information from the paramedics. Incident report will be completed and signed and filed.

Allergies/ Preparedness Plan

If your child has an allergy to food, we will need the parent to complete an Allergy Preparedness Plan (APP) to include, the foods child is allergic to, the symptoms to look for in the event they have been exposed & how to help dissolve the allergic reaction. This form must be signed & dated by the parent and your medical physician.

Allergies/ Epie Pen

We are not licensed medical staff. We will watch a video on how to use an Epie Pen. If there is an emergency and the Epie Pen is needed, we will use it.

DRILLS: Fire drill/ Bad weather/ Lock down

This childcare will perform monthly drills to ensure that staff and children are aware of the procedure in case of inclement weather and/or fire.

Immunizations

All children that enroll at KKAPVA need to have immunizations or a signed affidavit stating that they don't receive immunizations for religious reasons.

Immunizations are required of all children attending child care in the state of Texas. We understand that there may sometimes be a medical reason not to give an immunization on the scheduled time. However, unless we have a written note signed by your child's

physician, we are not allowed to make any exceptions. Compliance with this policy is required by the state of Texas.

If you have a valid affidavit for exemptions for reasons of conscience from the TDSHS, we can accept that.

TB testing is not required by Dallas County in order for children to attend child care. Proof of immunizations/affidavit must be received before your child can attend CMLC.

Vaccine-Preventable Diseases

KKAPVA does not require employees to obtain any vaccines.

HEARING AND VISION SCREENING

Every child who is four years of age or older is required to have vision and hearing screening yearly. This is a screening that can be done by your child's physician. We must have the record of the screening results for your child to be in care.

ABSENCES / NOTIFICATION OF CONTAGIOUS ILLNESS

If your child is unable to attend school, please call and notify the office of the absence. Please inform us of any contagious illnesses to which other children may have been exposed.

A child who has been sent home from public school due to illness may not stay at KKAPVA until they can return to public school.

COMMUNICABLE DISEASES

If a child is diagnosed with a communicable disease, they will not be allowed to attend KKAPVA until a medical evaluation determines that the child is able to participate in the center's activities. Parents will be notified by KKAPVA if a child in the center has been diagnosed with a communicable disease.

CHILDRENS ILLNESS

Every effort is made by our staff to prevent the spread of disease. Even with precautions, children entering care are likely to experience an increase in mild illnesses. The frequency and severity of these will vary from child to child. When a child is ill, they need a special level of attention and care which we cannot provide. If your child is so ill that they need special care and they cannot participate normally in center activities, they should remain at home. If they become ill at school, you will be called upon to take your child home. If your child becomes ill and we cannot locate a parent, we will contact the person(s) you designated on your emergency care form and ask them to pick up your child.

The following conditions are causes for exclusion from the center:

- Axillary (armpit) temperature of 99.4 degrees F or greater with any of the following symptoms or any of the following symptoms marked with an * regardless of temperature.

- *Diarrhea: Two or more loose, watery bowel movements within a one-hour period
 - Sore and red throat
 - *Red eyes with discharge or crusted eyelids
 - Earache
 - Stomachache, especially if the child is doubled over and seems very restless
 - *Nausea and vomiting
 - Listlessness or lack of appetite
 - Coughing, sneezing and runny nose
 - Difficulty breathing
 - Persistent abdominal pain
 - Undiagnosed rash or blisters on parts of the body
- Other health-related problems which require a child to stay at home in order to receive treatment include:
- Head lice
 - Scabies
 - Pinworms
 - Impetigo
 - Infectious skin or eye conditions

INJURIES AND MEDICAL EMERGENCY

We make every effort to ensure the safety of your child while in our care. Unfortunately, accidents may occur. All teachers and center staff are trained in CPR and basic first aid procedures. We have implemented the following procedures should your child experience an injury while at our center.

The teacher will immediately advise the office staff. The office staff will determine the severity of the injury (i.e., scrapes, bumps, bruises, etc.) and will administer first aid. In the case of minor injuries, the office staff will verbally report the incident to the person who picks up your child at the end of the day.

In the case of serious injuries, suspected fracture, dislocation, etc., the office staff will administer first aid, then contact the parent.

In the case of life-threatening injuries or medical emergencies, (i.e., difficulty breathing, seizures, etc.), the office staff will call 911, administer first aid/CPR, and contact the parent. If transportation via ambulance is required before a parent arrives, a KKAPVA staff member will ride with the child, if allowed by the EMS personnel.

Meals @ KKAPVA

KKAPVA is committed to providing nutritious, well-balanced meals and snacks through the state-approved Child and Adult Care Food Program (CACFP). All meals served meet program nutrition standards. Families who choose to send meals from home must ensure they follow the USDA MyPlate healthy meal guidelines and provide a balanced, nutritious lunch.

PARENT EXPECTATIONS

- Pick up your child promptly before the close of business.
- If late or absent, please call or text to let us know **469.643.5598 OR 469.921.0399**
- Notify the center of illness.
- Keep very ill children at home for rest and recuperation.
- Dress children according to weather (outdoor play daily)
- Please be prompt in your tuition payments (Fridays or earlier )
- *Contact your teacher or the director to schedule a meeting about policy concerns*

KKAPVA EXPECTATIONS

- Lots of T-L-C..... Tender, Love & Care
- Nutritionally balanced breakfast, lunch
- Smoke free & drug free environment
- Positive feedback for all your child's attempts
- Outdoor play areas for your child
- Yearly performance opportunities
- Assessments through the year
- Constant communication (verbal, written & text) about your child's growth and accomplishments.

Folders

The children in all classes will be given a folder for their backpacks. The folders are meant to communicate with parents individually about behavior & also to send reminders & updates. Please check the folder daily & initial.

Backpacks

All backpacks need to be FULL SIZED – **mini backpacks will not be accepted**. They need to be large enough to hold folders, blankets & clothes.

Shoestrings

Children in the freshman & sophomore classes are **NOT allowed to wear shoes with shoestrings**. The junior & senior class will be allowed to wear shoes with strings; they will be secured with rubber bands if they continually become untied.

Field Trip Transportation Policy

For approved field trips and off-site activities, children may be transported in childcare-approved vehicles by authorized staff members. All children will be properly secured in age- and size-appropriate child safety seats or seat belts in accordance with state licensing regulations.

Parents or guardians must provide written permission before their child may participate in any field trip requiring transportation. Emergency contact information and necessary medical information will accompany staff on all trips. Children's safety is our highest priority, and all transportation will be conducted in compliance with applicable state laws and childcare licensing requirements.

Suspension From School

At our preschool, the safety and well-being of every child is our highest priority. We are committed to providing a nurturing, respectful, and secure environment where all children can learn and grow together.

As part of this commitment, we maintain a STRICT NO BITING, NO KICKING, NO HITTING & NO PHYSICAL HARM TO STUDENTS OR TEACHERS policy.

Hitting, Kicking & Biting are a behaviors that can sometimes occur in young children as they are still developing communication and social skills. While we understand that this can be a normal phase of development, it is not acceptable in our program due to the potential for injury and emotional distress to others.

Our approach includes:

- Prevention: Teachers closely supervise children and watch for signs of frustration or overstimulation that may lead to physical harm.
- Guidance: We help children learn appropriate ways to express their needs, such as using words, asking for help, or practicing turn-taking.
- Immediate Response: If hitting, kicking or biting incident occurs, staff will intervene right away to ensure safety, comfort the child who was injured, and address the behavior with the child who put in harms way. The child that initiates the harmful behavior to another student or teacher will be sent home immediately (suspension) for that day or the next day. (Determined based on the time of the occurrence.)
- Communication: Parents of both children involved will be notified. However, confidentiality will always be maintained.
- Support Plans: If biting becomes a repeated behavior, we will work closely with the family to create a consistent plan to address and correct it.

We ask for your partnership in reinforcing positive behavior at home by encouraging your child to use words to express feelings and needs. If the action continues, suspension days may increase. During this time of suspension, the parent(s) are strongly encouraged to discuss with their child: issues of biting, self-control & healthy ways to communicate and express themselves.

Note: It is important for the child to have a consequence that they can understand.

Examples:

- Loss of screen time (phone, tv, tablet)
- Loss of a treat (ice cream, cake... Fast Food)
- Loss of favorite toy

This will help them understand (at their level) that there are consequences to all actions: positive and negative.

If you have any questions or concerns, please feel free to reach out to us. Together, we can support your child in developing safe and respectful interactions.

Children that display constant disruptive behavior will be give 3 written notices of behavioral misconduct. If they receive 3 notices, they will be removed from our program. Please read our CODE OF CONDUCT regarding reasons why a child might be sent home and given a write-up.

Safe sleep policy – Infant Care

Infants will be put to sleep in their own beds: with no blankets, toys or bottles. They may only sleep with the clothes they have on. They will be laid on their back to sleep. If they have health concerns that require them to sleep with a wedge or other needs, please get a doctor's note signed. Newborns are not able to be swaddled. They must have access to their arms while sleeping. When the infant can flip from tummy to back, we will allow 😊.

All infants will need to complete the diaper changing form & the infant feeding instructions form.

Physical Activities

KKAPVA believes that each child needs a minimum of 30 minutes of physical activities per day. We include in our schedule 10 minutes of PE after children's church. We also include 20-40 minutes of outdoor recess for each class. In the event that outdoors is not available, we will use indoor recess/ dance time as out PE activity for the day.

Policy Updates

If any of our policies are updated, we will send all parents an amended version of the new policy. The parent will have to sign that they received. A copy will be made and sent to parent & one kept on file in your child's folder.

Water Activities

We will not go outside of our center for water activities. During the summer months we will host sprinkler parties at our location. Limited

Insect Repellent & Sunscreen

During the summer months, we will NOT provide sunscreen or insect repellent for the children for safety & allergic reaction reasons. Please provide and sunscreen or insect repellent when needed.

Parent Involvement & Volunteers

KKAPVA loves parents that want to volunteer & help our school be its best! If a parent wishes to be a consistent volunteer (on a weekly basis) they will need to submit a background check. Note, parents that want to have a birthday party or assist with the thanksgiving Program do not need to complete a background check.

Licensing Inspection Reports

Parents can view our most recent license reports on the school board near the front door.

Breast feeding Moms

Our school has a family bathroom located to the right of our suite. We will provide you with a folding chair if you need to nurse. You may also use the rocking chair located in the freshman classroom.

Contacting Local License Office

This information is located on the school board near the front door.

Animals

KKAPVA does have school pets. We have a family of Guinea pigs at our school. We use the school pets to teach our older classes: kindness to animals & responsibility.

Weather Activity Temperature

Our school will go outside everyday unless it is raining or if the weather is below 50 degrees. If your child comes to school, they will be required to go outside with their class as scheduled. Please dress your children accordingly.

Children with Special Needs

We will accept most children with special needs if we have enough staff to effectively support their needs. They will be given the opportunity to join all classroom activities but not forced.

Discipline/ Guidance

Discipline is a form of love. It is important to teach our children as early as possible about the consequences. Our goal is to teach children to comply with authoritative figures with respect. As parents, we must recognize that not only at home but also at school, work and in the real world there will always be rules that need to be followed. So, it is important to introduce rules and boundaries to our children – so they will have smooth transitions in new atmospheres as they grow older. ↔ A discipline form will be given to you, please sign and return Time out is used to discipline the children at this childcare.



Financial Literacy Awards

We will use a financial literacy concept to help the children learn the value of money and learn to better manage their behavior. We give the children bags with their names printed on the front. They earn dollars for good behavior, being good citizens and taking initiative. We also take away dollars based on not following directions and not being good citizens.

Security Camera

There will be a security camera in the school. Viewing is only accessible to the director, management & Child Care Regulation authorities.

Drop Off Times

Children are expected to be at school by 8:00am every morning. Children that arrive after 8:45am (8:48, 8:52..etc) will be invoiced for \$5 late to school fee. We are not a daycare, we are a school and need the children to get to school on time so they do not miss children's church & other important learning opportunities. Our school prepares the students for elementary school.

Naptime Requirements

Cot, Sheet, Blanket – Parents wash on Friday & return on Mondays

Potty Training

Please dress the children (especially sophomore class) in easy to pull up/down clothing. Skirts preferably for the girls. Also each child needs a change of clothes for school.

Snacks

If parents would like to donate snacks – make sure they are store bought and pre packaged.

Uniforms

Our students are required to wear the school uniform Monday -Thursday. Wednesdays there is an option to wear the color of the week. If they do not wear the color of the week, they need to be in uniform. Fridays are free dress days! Some Fridays, the children will be required to wear our school spirit shirts. These shirts can be ordered at enrollment and are usually delivered within 5 business days. Tuition (weekly)

POP INCENTIVE

Parents On-time Payments

Any parent who makes their tuition payments on time, will be able to enter into the monthly drawing for: gift cards, cash or free childcare.

This drawing is during the school year....

TEACHER APPRECIATION

When you observe any teacher going above and beyond, please fill out a red apple so they can know someone acknowledges their hard work and they will get a chance to be in the teachers monthly drawing.

Tuition 2025

See the website @ www.kkapva.com

Tuition for ALL are valid/permanent **August 1st through the next August.**

Holding Fees

TUITION IS BASED ON ENROLLMENT NOT ATTENDANCE

Holding fee is the regular weekly tuition.

Payment Dates

All weekly tuition is due on Friday, in advance (week of service) Payments received after 10am on Friday are late! \$10.00 fee added, daily. If tuition is not paid in full the 3rd day, child may not attend until account current.

Ways to Pay

ZELLE – 214.778.7922

CASHAPP – 214.778.7922 / \$KKAPVA

IF YOU ARE PAYING USING CASHAPP PLEASE ADD 1.5% FEE

Checks -NO CHECKS WILL BE ACCEPTED

OPERATIONAL POLICIES

INCLEMENT WEATHER CLOSURES

Although we make every attempt to remain open on all scheduled days, the center may have to close during extreme weather conditions. Parents will be notified of inclement weather closures via CLASSDOJO. There is no discount on tuition for inclement weather closures.

ARRIVAL & DEPARTURE

Office staff will record the time of your child's arrival and departure on our attendance roster daily. Our responsibility begins when you place your child in the care of a staff member and ends when you take them from the care of a staff member. Please do not allow your child to wander off unattended or leave the building ahead of you.

We will not release your child to anyone who is not authorized or who cannot show proper identification.

LIMIT TIME INTERRUPTION OF PRESCHOOL LESSON POLICY.

AT KKAPVA, we have established a policy to limit interruptions during preschool lessons, emphasizing the importance of a consistent learning environment.

Here are several reasons why it is crucial for children to be in class before 845AM:

1. Maximizing Learning Time: Arriving on time ensures that children benefit from the full duration of their educational activities, allowing them to engage fully in lessons without missing important content.
2. Building Routines: Consistency in daily routines helps children feel secure and understand the flow of their day. When children arrive late, it disrupts their routine and can lead to anxiety or confusion.
3. Social Interaction: Being present at the start of the day allows children to interact with their peers and build relationships from the very beginning, fostering social skills and a sense of community.
4. Participation in Activities: Many lessons include introductory activities that set the stage for the day's learning. Late arrivals miss these key moments, which can impact their understanding of the lesson.
5. Focused Attention: When children enter the classroom after lessons have begun, it can distract both the teacher and other students, disrupting the focus and flow of the class.
6. Respect for Others: Arriving on time shows respect for the teacher and other students, promoting a culture of responsibility and consideration within the classroom.

By adhering to this policy and ensuring children are present before 845AM, we create an optimal learning environment that supports each child's growth and development.

Thank you for your cooperation and understanding!

USING DRIVEWAY AT KKAPVA

Children are not allowed onto the parking lot or the drive-through area without a parent or staff person. Always hold your child's hand while outside of the center. Please use the drive-through lane only for picking up or dropping off your child at the door.

Nutrition

A light breakfast, morning snack (2- and 3-year-old children), lunch, and afternoon snack will be provided daily for each child who is in attendance at the time of service.

Meals and snacks are included in the tuition.

All meals and snacks meet the Child and Adult Care Food Program guidelines for nutritious, appropriate foods for young children. Our menus, kitchen facilities, and cooking procedures also follow their guidelines.

Our kitchen is inspected regularly by the City of DESOTO Health Department.

Weekly menus will be posted on Classdojo on Fridays.

Your child will be encouraged but not forced to eat. Parents are welcome to join their child for lunch at any time.

We are not able to prepare separate meals for children based on their preferences. All children will be served the same meals, with the following exception: a child who is allergic or sensitive to a particular food. A physician's note is required which states foods which are to be avoided. In this case, the identified foods will not be served. Families may provide acceptable substitutions if desired. Please notify the Director upon enrollment if this applies to your child.

If your child will not be eating the center's food, you may provide a meal from home. Please ensure that the meal is nutritious and does not include candy, gum, sweets or soda.

All children will eat their meals together with their classmates. Breakfast service starts at about 6:45 a.m. and ends at 7:45 a.m., morning snack is served around 10:00 a.m., lunch service starts at about 12:00p.m., and afternoon snack is served at about 3:30

Every person caring for your child will be made aware of any food allergies or special diets your child has.

Parent & Child Interactions

Parents are welcome to visit KKAPVA any time during the hours of operation to observe their child, the center's operation, program activities, buildings, premises and equipment without having to secure prior approval. Parents may also participate in the center's operation and activities.

Summer

During the summer months, KKAPVA offers Summer Explorers – a fun and exciting summertime day camp for children who have completed Kindergarten and up. Summer Explorers enjoy special themed units including arts and crafts AND field trips.

Family Involvement

Holiday Parties: All families are invited to attend our classroom holiday parties. Advance notice of parties will be provided by flyer, Facebook, website, and email.

Sing-Alongs: As part of our curriculum, we periodically hold sing-alongs in which all classes gather in the Assembly Room to sing the songs we sing every day during Circle Time as well as special songs and fingerplays we've learned and sang that week.

Open House: We will periodically have Open House Events which all families are invited to.

Grab & Go Breakfast Event: We will periodically invite parents to a Grab & Go Breakfast Event in which parents will be invited to come in and grab a convenient breakfast and beverage to go on their way to work. Suggestion Box: There is a suggestion box located at the back door where parents may drop off any suggestions they might have for the Director.

Parents are required to volunteer for at least 1 event per year.

Termination of Service

KKAPVA reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay (see tuition)
 - Routinely late picking up child.
 - Lack of parental cooperation
 - Serious illness of a child
 - Physical or verbal abuse to any staff or person on the property
 - Our inability to meet the child's needs.
 - Lack of compliance with regulations
 - Failure of child behavior to adjust to the center after a reasonable amount of time
- *We have the right to give verbal notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

Screen Time Policy

Screen Time Policy: KKAPVA follows Child Care Regulation requirements regarding screen time for children. Preschool children have the opportunity to use ABC MOUSE APP in their classroom on a rotating and time-limited basis during center time only.

All software in these systems is educational in nature and related to letter/number recognition, phonics, early math skills, etc. We may occasionally use educational videos to supplement activities and learning objectives with preschool children.

School-age children may not use their own personal cell phones, tablets or other electronic devices such as personal game systems while at KKAPVA School-age

children may have the opportunity to play video game systems on a rotating and time-limited basis, supervised by KKAPVA Staff. We may occasionally use videos to supplement activities with school-age children, such as instructional arts and crafts videos, cardio drumming, and other physical activities.

CLOTHING

Children should wear comfortable play clothes that can get dirty. Clothes should be easy to get into and out of to encourage independence in dressing. Shoes should have good tread on the soles to prevent slipping. An extra set of clothes may be kept at the school in case of an accident. Please label your child's clothes with their name. If a child has an accident and does not have extra clothes, KKAPVA will provide clothing for that child. Please wash and return the clothing to KKAPVA promptly. Children will spend time outside daily (weather permitting) and should be dressed accordingly.

Indoor & Outdoor Physical Activity: We are committed to promoting the health and well-being of every child through consistent indoor and outdoor physical activities. Our policies ensure that children engage in beneficial physical activities daily.

Physical activity and outdoor play are crucial for children's physical, emotional, and social development. Regular activity helps improve motor skills, enhances cognitive development, and promotes overall well-being. Outdoor play offers additional benefits, such as exposure to natural light, nature, fresh air, and opportunities for social interaction.

Children at KKAPVAI will participate in physical activities for a minimum of 60 minutes per day. Classroom schedules incorporate physical activities for 30 minutes in the morning and 30 minutes in the afternoon.

Physical activities will take place in various settings including:

- Classrooms equipped with age-appropriate toys and equipment
- Outdoor playgrounds with safe, well-maintained structures and age-appropriate toys and equipment
- Designated indoor areas (assembly room) for structured group activities
- Swimming pool for structured group swimming lessons and free play (ages 3 years and up)

To ensure safety and comfort during physical activities, children should wear:

- Comfortable, weather-appropriate clothing
- Non-slip, closed-toe footwear
- Hats, sunscreen, and insect repellent for outdoor play (provided by parents, labeled with child's name)

Both structured and unstructured physical activities are part of the program. Structured activities include organized games, dance, and fitness exercises led by teachers.

Unstructured activities include free play, exploration, and self-directed games that encourage creativity and spontaneity.

Physical Activity during extreme weather CONDITONS

Outdoor play will be limited or prohibited under the following conditions:

- Temperature extremes
 - o Outdoor play is prohibited when temperature or heat index is 100 degrees F or higher
 - o Outdoor play may be limited when temperature is between 90 and 99 degrees F, depending on heat index and relative humidity
 - o Outdoor play is prohibited when temperature or wind-chill factor is 32 degrees or lower
 - o Outdoor play may be limited when temperature is between 32 and 40 degrees F, depending on wind speed and wind-chill factor.
 - Severe weather warnings (e.g., thunderstorms, high winds) – outdoor play prohibited
 - Poor air quality (e.g., heavy pollution, smoke, ozone warnings) – outdoor play prohibited
- When outdoor play is not possible due to extreme weather, we will ensure that children still receive adequate physical activity indoors through:
- Indoor games and activities that promote movement
 - Dance and music sessions
 - Teacher-directed fitness activities
 - Use of indoor play equipment
- Our goal is to provide a safe, engaging, and developmentally appropriate physical activity program that fosters the holistic growth of each child.

Special Guest

An important part of the center's curriculum is exposing the children to the many varied experiences within the community. From time to time, we will invite people to come in and share their hobbies, skills, or collections with the children.

LICENSE AND REGULATIONS

KKAPVA is licensed by the state of Texas as a Child Daycare Center with the capacity of 38 children. Learning programs are based on developmentally appropriate practices.

You are entitled to see the following information: The most recent copy of Minimum Standards for this Child Daycare Center. These are also available on the internet at www.dfps.state.tx.us or through your local Licensing Office located at 8700 N. Stemmons Freeway, Suite 104, Dallas, TX 75247. Phone number 214-583-4253 or 800-582-6036. The most recent DFPS Inspection/Investigation Report. Compliance information is also available on the internet at www.dfps.state.tx.us or through your local Licensing Office located at 8700 N. Stemmons Freeway, Suite 104, Dallas, TX 75247. Phone number 214-583-4253 or 800-582-6036.

· The Child Daycare Center's Operational Policies and Procedures. Keeping Children Safe 746.501 (a)(22 & 25)

Reporting Abuse or Neglect: Texas Law requires caregivers to report suspected child abuse or neglect to the Texas DFPS or law enforcement. Call the Texas Child Abuse Hotline at 1-800-252-5400 to make confidential reports. Failure to report suspected

abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

The center's Director or teacher will notify the Department of Family & Protective Services and/or local law enforcement officials when it appears that a child is being seriously neglected or abused. The Texas Family Code states, Failure to Report (A) A person commits an offense if the person has cause to believe that a child's physical or mental health or welfare has been or may be further adversely affected by abuse or neglect and knowingly fails to report it, in accordance with Section 3402 of the code (B) An offense under the section is a "Class B" Misdemeanor. All KKAPVA caregivers are required to obtain at least 1 clock hour of training each year

related to the prevention, recognition, and reporting of child abuse and neglect. In addition, all KKAPVA caregivers are required to obtain at least 1 clock hour of training each year covering shaken baby syndrome, abusive head trauma, understanding and

using safe sleep practices and preventing sudden infant death syndrome, and understanding early childhood brain development.

To increase employee and parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect as well as factors indicating a child is at risk for abuse or neglect, KKAPVA will periodically distribute information from appropriate sources regarding these topics to employees and parents. KKAPVA will also periodically distribute information from appropriate sources to employees and parents related to increasing awareness of prevention techniques for

child abuse and neglect. KKAPVA will seek out information and guidance from appropriate community organizations to obtain helpful information to distribute to parents and employees and to provide training opportunities to employees. A parent who suspects that their child is a victim of abuse or neglect should contact the Texas Child Abuse Hotline at 1-800-252-5400. The resources listed below are also available to parents. Community Resources for Parents:

Dallas Children's Advocacy Center Children's Advocacy Center for
Rockwall County
214-818-2600 469-772-0220
dcac.org rockwallcac.org

Gang-Free Zone

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses relate to organized criminal activity are subject to harsher penalty.

Family Accommodation Policy

This section outlines our program's policy and process in supporting families and children who may need additional accommodations, to include home language, differing abilities, and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the general public and in the parent's primary language. Please notify the Director if you or your child require accommodation, and we will ensure that we do our part in making sure your needs are met.

Our program will partner with families in the following ways:

- Provide a child with special care needs with the accommodation recommended by a health care professional or a qualified professional affiliated with the local school district or early childhood intervention program.
- Utilize as recommended any adaptive equipment that has been provided to the center for a child's use.
- Ensure that a child who receives early intervention services or special education services can receive those services from a qualified service provider at the center, with parental request and approval.
 - Ensure that activities integrate children with and without special care needs.
 - Ensure that caregivers adapt equipment and procedures and vary methods as necessary to ensure that we care for a child with special needs in a natural environment.
- If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate sessions.
 - Participation in all comprehensive care meetings if needed.
- Complete supporting documentation from authorized medical professionals for any accommodations related to the child's physical or developmental needs.
 - Provide materials and resources in the parent's/child's primary language.
 - Provide opportunities for cultural inclusiveness by hosting cultural events throughout the year.

As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, our Early Learning Program does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. For additional information or referral to the appropriate system coordinator, contact the Director.

Challenging Behaviors Policy

This policy aligns with program objectives to create a safe, inclusive, and nurturing environment that fosters social-emotional development and supports positive behaviors in all children. Below is an overview of the approach:

Policy Framework

1. Purpose

- Promote a secure and inclusive learning environment where every child can thrive.
- Support social-emotional growth and encourage positive behavioral development.

2. Proactive Strategies

- Clear Expectations: Establish and communicate age-appropriate behavioral expectations.
- Positive Reinforcement: Recognize and reward positive behaviors consistently.
- Engaging Environment: Provide stimulating, age-appropriate activities to reduce frustration and boredom.

3. Response to Challenging Behaviors

- Observation and Understanding: Identify triggers and patterns of challenging behaviors.
- Individualized Support: Develop strategies tailored to each child's needs.
- Restorative Practices: Emphasize problem-solving and relationship-building over punitive measures.

4. Collaboration with Families

- Partner with families to address behaviors effectively.
- Share progress and strategies to ensure consistent reinforcement between home and the program.

5. Professional Development

- Provide staff training on behavior management, cultural sensitivity, and trauma-informed care.

6. Continuous Improvement

- Regularly evaluate and refine strategies to address challenging behaviors.

Behavior Management Program for Recurring Challenging Behaviors

When a child exhibits persistent challenging behaviors, a behavior management plan will be implemented for a two-to-four-week trial period, with the following steps:

1. Parent Collaboration

- o Weekly discussions with parents will gather insights into the child's behavior and foster consistency between home and the program.
- o Parents will be encouraged to adopt program strategies at home, such as:
 - Praising positive behaviors.
 - Guiding the child toward appropriate communication methods.
 - Listening to the child's needs.
 - Setting and reinforcing simple, clear rules.
 - Incorporating activities like role-play, arts, crafts, and storytelling to promote positive behavior.

2. Documentation and Communication

- o Record all incidents and share updates with parents.
- o Maintain confidentiality and share information only with relevant parties.

3. Behavioral Timeline

- o At the end of the four-week trial, if behavior concerns persist, parents will receive notice of their child's need for alternative care arrangements. A two-week period will be provided to secure other childcare options.
- o Parents may be referred to professional services such as Early Childhood Intervention (ECI) to evaluate and support their child's developmental needs.

Acknowledgment of Policy

By signing below, you acknowledge that you understand and agree to all the Policies.

Parent's Name (Printed): _____

Parent's Signature: _____

Date: _____