

KIDS R LOVE LEARNING CENTER

Childcare & Early Education Center

FAMILY HANDBOOK

2024 – 2025



LOCATION

KIDS R LOVE LEARNING CENTER
(817) 626-8604
1107 Roberts Cut Off Rd.
River Oaks, TX 76114
emailus@KidsRLove.com
www.KidsRLove.com

HOURS OF OPERATION

Monday – Friday
6:30 AM – 6:00 PM

CENTER DIRECTOR

VICTORIA TRUJILLO

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Dear Parents & Guardians,

We are honored that you have become a part of the **Kids R Love Learning Center** family. We share a small amount of your child's life and are privileged to be given the opportunity.

Our goal is to impact our students' lives educationally, emotionally, and socially so they are provided with a strong foundation for their educational career. We look forward to working as a family to help each child reach goals that are set for them throughout their time at **Kids R Love Learning Center**.

We strive not only to provide a challenging academic program but a secure, personal environment of care to each individual student. We hope that we can exceed all of our families' expectations and want to take this time to personally welcome your family to **Kids R Love Learning Center**.

Thank you for choosing **Kids R Love Learning Center**. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Director Victoria Trujillo

Victoria Trujillo - Center Director

Kids R Love Learning Center

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ABOUT US

Philosophy

Kids R Love Learning Center's goal is to lead, serve and guide the children of our community and surrounding communities by providing quality education through strong teacher commitment, qualifications, and experience in a safe and nurturing learning environment that celebrates the diversity of all of our families.

Mission

Here at **Kids R Love Learning Center**, we work diligently to provide a quality educational facility for the children that attend our school. In implementing a holistic, child centered program that nurtures every child, we have the best tools in achieving our educational goals. The early years of a child are the most influential years for language development. Together with the assistance of our qualified teachers, staff members, parents, and community authorities we will supply valuable educational skills that are essential for our children's future.

Goals & Objectives

Kids R Love Learning Center 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

Program Settings

Kids R Love Learning Center is 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 interaction with other children in the prescribed activity areas.

Developmental Milestones

Caregivers will provide planned activities designed to meet the individual needs and developmental level of each child. Age-appropriate activities will include various types of equipment, materials, curriculum, and environment that are developmentally consistent with the chronological age of the child being served.

Planned daily activities ensure the children have a variety of activities that meet their developmental milestones including; Social/Emotional, Language/Communication, Cognitive (learning, thinking, problem solving), Movement/Physical Development.

Hours of Operations

Kids R Love Learning Center operates five (5) days per business week, and all year-round.

Center is open: **Monday through Friday, between 6:30 AM to 6:00 PM**

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All children must be present at the center **no later than 9:30 AM** unless prior arrangements have been made with the front office, so 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 9:30 AM they will not be accepted into care until after 2:30 PM so as to not disrupt naptime for the other children in care.

Holidays

Kids R Love Learning Center will be **CLOSED** in observance of the following Holidays below. If the below listed holidays fall on a Saturday, we will be closed that Friday and if the holiday falls on a Sunday we will be closed that Monday.

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 4th | 9) Christmas Day |
| 5) Labor Day | |

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. If there is inclement weather and it is determined that the school will not open, (basically if the Castleberry ISD schools are closed, we will follow their closings), parents will be informed by posting on social media or **FOX 4 KDFW News: Closings - Dallas-Fort Worth** announcements for information. We are concerned about the safety of not only you and your family, but our Staff members as well.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Staff Qualifications

Our child caregivers are hired in compliance with the state requirements and qualifications as a base minimum.

Every one of our teachers goes through the same rigorous hiring process to ensure their dedication and passion — and their ability to meet the developmental and emotional needs of your child. We confirm all professional references and conduct national criminal background screenings. Each member of our staff meets or exceeds the qualification requirements set by state law. Staff also complete a full orientation and attend a comprehensive training program.

Caregivers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering into employment arrangements with staff (i.e., babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, NOT connected or sanctioned by Kids R Love Learning Center.

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Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

The classroom ratio is the number of children one caregiver may supervise and is shown in the following chart. The classroom ratio is based on the specified age of the children in the group, unless otherwise stated in this subchapter.

If the specified age of the children in the group is...	Then the maximum number of children one caregiver may supervise is...
0 – 11 months	4
12 – 17 months	5
18 – 23 months	9
2 years	11
3 years	15
4 years	18
5 years	22
6-8 years	26
9-13 years	26

Source: §746.1601.Subchapter E, Child/Caregiver Ratios and Group Sizes, Division 2, Classroom Ratios and Group Sizes for Centers Licensed To Care for 13 or More – TX-HHS Child Care Licensing – Minimum Standards

Inclusion

Kids R Love Learning Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs. **If your child has an identified special need, please notify the center director of conditions at the time of enrollment.**

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

Non-Discrimination

At **Kids R Love Learning Center** equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students.

Open Door Policy

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants.

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Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor, or anyone else who provides for the well-being, best-interest, and responsibility of the child in our care.

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

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 R Love Learning Center** 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.
- Opportunities for an extended visit in the classroom by both parent and child for a period of time to allow both to be comfortable.

Accommodations for Families

This document 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 accommodations and we will ensure that we do our part in making sure your needs are met.

Below are ways that our program will partner with families:

- Participation in all comprehensive care meetings if needed.
- Complete supporting documentation from authorized medical professionals for any accommodations related to child's physical or developmental needs.
- Provide materials and resources in parent's/child's primary language.

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 R Love Learning Center** will

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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 the 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.

Complaint Process

In an attempt to address the issues and concerns of our clients, **Kids R Love Learning Center** 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.

ADMISSIONS & ENROLLMENT

Based on the availability, our center admits children between the ages of **6 weeks to 12 years** of age. All admission and enrollment forms must be completed and enrollment fee along with first tuition payment, paid **prior** to your child's first day of attendance.

Enrollment

An **enrollment fee of \$75.00** is due at the time of enrollment. This fee is non-refundable. 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.

Tuition

Tuition is due every **Monday**, for the current week. A **\$20.00 Late Fee** will be assessed if payment is not received by **TUESDAY at 6:00 PM** of the same week.

Full tuition will be due whether a child is present one (1) day or 5 (five) days of the week.

If a child will be absent for a full week or more, ½ of a week's tuition will be due in order to secure the child's continued enrollment with **Kids R Love Learning Center**.

Co-Payments

Kids R Love Learning Center is vendor for North Central Texas and Tarrant County 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**. **Kids R Love Learning Center** must notify the Client Services Specialist within one (1) working day about problems with payment of parent shared of costs. Parent non-payment of their share of costs may lead to termination of child care. **Kids R Love Learning Center** is required to notify TC-CCMS & NCT-CCMS when a child has been absent for 3 consecutive days and when the child continues to be absent for 5 consecutive days with no contact from the parent.

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Late Fees

Parents will be assessed for additional time a child is left in care after the end of normal hours of operation (6:00 PM). The fee is **\$15.00** for the **first 1-15 min past 6:00 PM**, and **\$1.00 per min** there after - per child. Late pick-up fees **must be paid in cash**.

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.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

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

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of **\$25.00**. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

Refunds **NO REFUNDS ARE GIVEN.**

Active/ Retired Military & First Responder Discount

At **Kids R Love Learning Center** we offer a **10% Discount** to all *Active/ Retired Military & First Responders*, with proof of affiliation. You may show your military or first responder credential ID card at the time of child enrollment.

ATTENDANCE & WITHDRAWAL

Absence

If a school age child will not be attending before or after school care, or will arrive after 9:30 AM, please contact us as soon as possible. **We will be concerned about your child if we do not hear from you.**

Contact Us:

- **Phone:** (817) 626-8604
- **Email:** emailus@KidsRLove.com
- **Social Media Message:** <https://www.facebook.com/kidsrlovechildcare>

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.

Withdrawal

We ask written notice of two (2) weeks in advance, be submitted to the center when a child is being withdrawn. If a child is voluntarily withdrawn and unenrolled from **Kids R Love Learning Center** and returns, a reenrollment fee will be charged.

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Because we provide child care and education in a group setting, we must be concerned for the welfare and safety of all children and staff. We take action when a particular child or parent's behavior threatens the safety of - or becomes abusive toward — the other children, parents or center staff. As a result, we may disenroll the child immediately.

We reserve the right to disenroll any child or terminate services as deemed necessary or appropriate at our sole discretion, with or without notice.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on **School Closings -> NBC 5 Dallas-Fort Worth**.

Web Site Link: <https://www.nbcdfw.com/weather/school-closings/>

- If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. We will also post notice to our Facebook Social Media page. Your child's early pick-up is your responsibility to arrange.

Facebook social media Page:

<https://www.facebook.com/kidsrlovechildcare>

DROP-OFF AND PICK-UP

General Procedure

We open at 6:30 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in.

We close at 6:00 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

Please be aware and courteous of other parents dropping or picking up their children at the same time. We care about all families and want to always keep them safe.

Drop-Off and Pick-Up location: 1107 Roberts Cut Off RD, River Oaks, TX 76114

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we must communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you **NOT** use your cell phone at **any time** while visiting the center.

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Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as **Emergency and Release Contacts**. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child **WILL NOT** be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 30-45 min, we have not been able to reach you or a person listed as an Emergency and Release Contact, **we will call** the local child protective services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

GUIDANCE

General Procedure

Kids R Love Learning Center is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Discipline Policy

We have created a discipline policy that reflects our philosophy of positive guidance with children. A copy of the discipline policy is included in your enrollment package for you to review and sign.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness. Each student at **Kids R Love Learning Center** has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

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When a child becomes verbally or physically aggressive, we intervene immediately to protect all children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent, and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

Please note: Any staff member who witnesses any form of physical or corporal punishment, even if administered by a family member, is required by law to report his or her observations to the appropriate local authorities.

Biting

Biting is common among young children. During early childhood, children are sensory learners and often explore orally. In addition, children at a young age do not have fully developed language skills. Impulse control can lead children to bite as a way of making their needs known. We realize that biting can be a big concern, and we strive to minimize the behavior whenever possible. Our teachers and staff are trained to recognize triggers and how to prevent and decrease incidents. If your child bites or is bitten, you and the parent(s) of the other child involved receive an Incident/Accident Report that keeps the identity of both children confidential. If you have any concerns regarding a biting incident involving your child, please talk to your child's teacher or your Center Director.

PERSONAL BELONGINGS

What to Bring

- **Infants:** enough clean bottles for a day's use, at least 6 diapers per day, and at least 2 changes of clothes per day. All bottles must be labeled and dated.
- **Toddlers:** enough clean bottles for a day's use (if applicable), six diapers and at least two changes of clothes per day. All bottles must be labeled and dated.
- **Older Toddlers:** at least two changes of clothes or more per day if going through toilet training, and any diapers or training pants that is being used.
- **Preschoolers:** at least one change of clothes, socks and shoes.
- **Kindergarteners:** at least one change of clothes, socks and shoes.

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- **After School Care Children:** books for homework, appropriate play clothes and shoes.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. **We are not responsible for lost or damaged items.** Sheets and soiled clothing will be sent home on an as-needed basis for laundering and should be returned to the center.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located at the front entrance. Parents may ask staff members or director where to find the Lost & Found. Please note that we are not responsible for lost personal property.

Toys from Home

We ask that children not bring personal items such as toys to the centers unless they are part of a show-and-tell activity. 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, 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

CHILD HEALTH POLICY

Illnesses

Children may become sick during the day or show signs or symptoms of illness prior to arrival. If you keep your child at home, please notify your Center Director by 9:30 AM. **Kids R Love Learning Center 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 who is sick cannot participate in daily activities and routines.

Symptom of illness includes, but are not limited to:

- A temperature above 100.1* 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. **Kids R Love Learning Center** will provide written notice to parents of each child in a group within 48 hours, when there is an outbreak of lice or other infestation in the group. Any child determined to be ill or suspected of having symptoms of a communicable disease will be isolated from the other children, and the parents will be called to have their child picked up within a **30-minute time frame.**

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.

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- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
- The child's physician signs a note stating that the child's condition is not contagious, and;
- The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Hand Washing

Teaching your child the importance of hand washing at an early age helps maintain his or her health; it also assists your child's ability to take an active role in staying healthy. With that in mind, your child will be required to wash his or her hands before eating, after bathroom visits, when returning from outside, and at any other appropriate time.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

- A) Our center will not administer a medication prescription unless the following guidelines are met:**
- **All medications** should be handed to a staff member with specific written instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.
 - **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication. 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.
 - **Non-prescription medications** **No over-the-counter medications will be administered by the staff** at any time.
- B) 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 the childcare center.
- C) Insect Repellent:** If your child requires Insect Repellent, please make sure to fill out an INSECT REPELLANT Authorization form. Please make sure the Insect Repellent has YOUR child's **First & Last name & Date** that you brought the Insect Repellent into childcare.

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

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. **Kids R Love Learning Center**

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will provide written notice to the parent of each child attending the child-care center within 48 hours of becoming aware that a child in our care or an employee has contracted a communicable disease deemed notifiable by the Texas Department of State Health Services, as specified in 25 TAC Chapter 97, Subchapter A (relating to Control of Communicable Diseases), so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- COVID-19
- Diphtheria
- Haemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

Any child determined to be ill or suspected of having symptoms of a communicable disease will be isolated from the other children, and the parents will be called to have their child picked up within a **30-minute time frame**.

Contagious Diseases and Health Care

Provider Clearance

We value your child's health and recognize that preventing the spread of infectious diseases is a very important part of quality child care. We actively strive to monitor the health and well-being of all children in our care.

If a child has certain communicable diseases, it may be that individual state law, your state's child care licensing regulations, and/or our health and safety policies could require:

- Sending the child home
- Documented evaluation and treatment by the child's health care provider
- Notification of the families of other children in our center and staff members
- Notification of local health authorities (e.g., Health Department)

We will keep you informed of any instances of contagious diseases affecting children who may have had direct exposure at the center, and will immediately report such diseases to the local health authorities where required by law. Written health care provider clearance is required where noted in the table above; additionally, we may require provider clearance for other illnesses at our discretion. From time to time, we will also distribute educational literature about children's health issues.

Immunizations

The Centers for Disease Control (CDC) has released recommended guidelines for vaccinating young children. **Kids R Love Learning Center** and the American Academy of Pediatrics strongly support the program and urge you to follow its guidelines. We follow individual state child care licensing regulations regarding medical examinations and immunization records for your child. For detailed information regarding immunization regulations and recommendations, please visit the Centers for Disease Control website: www.cdc.gov.

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Medical examinations and immunization records must be provided upon enrollment and kept current. We cannot permit attendance unless immunization records on file meet individual state child care licensing regulations.

Kids R Love Learning Center does not require immunizations as a condition of child admission into the child care program when one of the following affidavits is submitted:

- Affidavit signed by a physician stating that the immunization poses a significant risk to the child or a member of the child's family or household; or
- Affidavit signed by the parent or guardian stating the immunization is declined for reasons of conscience, as outlined in **Health and Safety Code §161.0041**

CONFIDENTIALITY & CHILDREN'S RECORDS

All information contained in your child's records, including your personal information, is confidential. Anyone who is not directly involved in the care of your child or affiliated with child care licensing, protective services, or other government agencies will not have access to the records without your written authorization or court order.

As a parent or guardian, you can request access to your child's records. We are happy to provide access at reasonable times to records kept at the center, including the Enrollment Agreement, Incident/Accident Reports, Family Communication sheets, or progress notes.

If you withdraw your child from the center, we will maintain your child's records for the minimum period of time referenced in your individual state child care licensing regulations. If you want a copy of your child's records at the center, an administrative fee may be charged to offset copying and delivery charges.

Throughout your child's enrollment, please be sure to update all emergency information as needed, including your address, home and work telephone numbers, cell phone numbers, email address, any changes in your child's medical information, and changes of individuals authorized to pick up your child.

FOOD & NUTRITION

Meals

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

Kids R Love Learning Center 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 R Love Learning Center** 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: 7:00 am to 8:00 am
- Lunch: 11:00 am
- Snack: 3:00 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.**

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Program Practices

Mealtime promotes healthy eating patterns and fuels your child's readiness to learn. If your child is not ready for table food, please review the meal service details with your Center Director.

- 1) Liquids and food hotter than 110 °F are kept out of reach of children at all times.
- 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.

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)

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 ALLERGENS** – 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.

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

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 child's full name and date.

REST TIME

For healthy growth and development, it's essential for children of all ages to have time to rest or enjoy quiet activities during the day. At our center, your child will rest in the afternoons for one to two hours or longer, depending on his or her needs and individual state child care licensing regulations.

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Children who don't sleep are encouraged to read a book, play with puzzles, or participate in other quiet rest-area activities. Most school-age children have typically outgrown the need to nap and are encouraged to participate in quiet activities midday to recharge and rejuvenate. School-age children are not required to nap.

Depending on your child's age, we provide cozy cribs or cots for rest time. Your Center Director will let you know about the required rest-time items and any bedding your child may need. Please label all personal rest items with your child's first and last name.

Infant Sleep

Infants sleep according to their needs and the individual plans prepared by you, in cooperation with your child's teachers. Your Center Director will let you know about the required bedding linens and give you information on washing all sleep items. In keeping with the recommendations of the American Academy of Pediatrics, all infants will be placed on their backs to sleep unless a documented medical condition requires alternate sleeping positions. Our centers do not allow swaddling or the use of buntings

PHYSICAL ACTIVITY

The benefits of physical activity and outdoor play:

Kids who are active have better bone health, physical fitness, brain function, attention and academic performance. They stay at a healthier weight and have fewer symptoms of depression.

Children will have a minimum of two daily opportunities, for outdoor play, weather permitting, in which a child makes use of both small and large muscles. 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.

Approximate Play Times

8:30am & 2:30pm: An infant birth through 12 months of age may engage in outdoor play for an amount of time as tolerated by the infant.

Infants 13 months through 17 months of age and toddlers will engage in a minimum of 60 minutes of moderate to vigorous active play.

10:00am-10:45am/ 3:00pm-3:45pm: Pre-kindergarten aged children will receive a minimum of 90 minutes of moderate to vigorous play daily. Child-initiated activities will be available. Equipment, materials, and supplies will be provided within reach of the child; and children will be able to choose the activity on their own initiative. Children will also engage in Caregiver-initiated activities where the caregiver directs or chooses, at least two of which must promote movement.

Child-initiated activities will be available. Equipment, materials, and supplies will be provided within reach of the child; and children will be able to choose the activity on their own initiative. Children will also engage in Caregiver-initiated activities where the caregiver directs or chooses, at least two of which must promote movement.

USE OF TECHNOLOGY & SCREEN TIME

Kids R Love Learning Center is committed to limiting technology use on site to improve communication between staff, children, and families (e.g., refrain from cell phone use).

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In order to facilitate better communication between the parent(s) and teacher and the parent and child it is best if parents are not distracted by use of electronic devices while at the center.

Cell phones and other electronics (iPods, MP3 players, etc.) **should be left at home** whenever possible. All electronics brought to the center must be stored in the "off" position in the child's cubby. Use of electronics is not permitted in the classroom due to the distracting nature of these devices. **We cannot assume responsibility for loss of, or damage to personal belongings.**

Child screen time activity - An activity during which a child views media content on a cell or mobile phone, tablet, computer, television, video, film, or DVD. Screen time activities do not include video chatting with a child's family or assistive and adaptive computer technology used by a child with special care needs on a consistent basis. Screen time will be limited to under 20-minute intervals, and not to exceed 30 minutes a day.

SAFETY

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 100°F, or less than 30°F degrees.

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.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precaution steps will be taken to make sure that children who are participating in water-play are not ill prior to engaging. These measures are taken to ensure that communal water-play does not spread communicable infectious disease.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious accident or illness, an ambulance will be called. To ensure your child's safety, your Enrollment Agreement provides a record of names, addresses, and phone numbers of those people you have

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authorized to pick up your child. We ask you to keep this information current and supply names and phone numbers of your family doctor and preferred hospital.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Reporting of Suspected Child Abuse or Neglect

Kids R Love Learning Center adheres to all state laws regarding the reporting of suspected child abuse and conforms to state laws consistent with licensing requirements and the Department of Protective & Regulatory Standards.

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Failure to report suspected abuse or neglect is a crime. Those who fail to report according to individual state child care licensing regulations can be held accountable under the law. The law prohibits interference with an individual's attempt to report child abuse or neglect.

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Kids R Love Learning Center will notify the parent of a child immediately if there is an allegation that the child has been abused, neglected, or exploited, as defined in Texas Family Code §261.001, while in care.

If you would like to report a victim of abuse, neglect, sexual abuse, or need assistance and intervention for reporting child abuse or neglect, call 1-800-252-5400 to make confidential reports.

Sexual Child Abuse

Kids R Love Learning Center will make an active effort to prevent child sexual abuse by reporting and ensuring staff and volunteers report suspected abuse, neglect, or exploitation directly to the Texas Department of Family and Protective Services.

Some preventative examples include:

- A thorough background check, including but not limited to, references of past employers, personal references, the military, educational institutions, volunteer organizations, civic groups, personal character, health and activities.
- Allegations or suspicions of child abuse are taken seriously and will be reported to the State for investigation.
- Programs are structured so that staff are not left alone with kids.
- Periodic interviews/evaluations with children and parents about day-to-day experiences, encouraging reports of anything out of the ordinary.
- Staff will not fraternize with children outside the programs, including no babysitting or inviting children home.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 30 minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with fire alarm, fire extinguishers, backup emergency lights, and emergency rolling cribs if evacuation is needed. If an emergency situation develops and it is determined that the building or premises are unsafe, children will be relocated to one of the following safe locations:

West lawn of Castleberry Elementary School:

1100 Roberts Cut Off Rd,
Fort Worth, TX 76114

Or the parking lot of Kids Kreations #3:

1125 Roberts Cut Off Rd,
River Oaks, TX 76114
(817) 624-2223



Parents will be notified of the situation and will be required to review the fire evacuation plan is reviewed with the children and staff or

le. Our

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Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

Critical Illness or Injury

If critical illness or injury requires immediate medical attention for a child, we will do the following:

- Give the child First-Aid treatment or CPR when needed.
- Contact emergency medical services by calling 911 to take the child to the nearest emergency room.
- **Kids R Love Learning Center uses Cooks Children Medical Center as its designated emergency care center.**

**COOKS CHILDREN MEDICAL CENTER
801 7th AVE, FORT WORTH, TX 76104
(682) 885-4000**

- Contact the physician identified on the child's "Authorization for Emergency Medical Care" form, as well as the health information on file will accompany the child.
- Contact parent (if parent cannot be reached, the 1st emergency contact will be called).

Important Contact Information

Center Director:	Victoria Trujillo	(817) 980-2625
Emergency Contact:	Joseph Rios	(817) 690-4112
TX-HHS Child Care Licensing Representative:	Angela Sweeney	(817) 372-0448
City of River Oaks:	(817) 626-5421	
River Oaks Police Department:	(817) 626-1991	
River Oaks Fire Department:	(817) 626-3786	
Tarrant County Health Department:	(817) 321-4960	

CENTER POLICIES

Our center policies not included in this handbook are reviewed on a case-by-case basis, and updated as needed. They are available for review upon request to the center director.

Throughout your child's enrollment, please be sure to update all emergency information as needed, including your address, home and work telephone numbers, cell phone numbers, email address, any changes in your child's medical information, and changes of individuals authorized to pick up your child.

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ADDENDUM TO THE PARENT HANDBOOK

Developmental Milestones

Developmental milestone checklists are communication tools intended to encourage ongoing conversations between families and professionals. The checklists also help identify the need for additional screening (between universal screening ages, as needed) when there is a potential developmental concern. Milestones are just one part of these communication tools.

Developmental milestones included on the checklists are not developmental guidelines or standards for children's development. They should not be used as screening or diagnostic tools to detect developmental delays. If developmental concerns are noted, the next steps are screening and evaluation with formal tools or referral for services.

We use developmental milestone checklists, at minimum annually, to track children's growth and development for ages 0 - 5 years, make referrals when necessary, and share those completed checklists with families.

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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 penalties 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 daycare 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 penalties 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

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FAMILY HANDBOOK ACKNOWLEDGEMENT

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

✓ I have received the **KIDS R LOVE LEARNING CENTER Family Handbook**, and I have reviewed the family handbook with a member of the **KIDS R LOVE LEARNING CENTER** staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **KIDS R LOVE LEARNING CENTER Family Handbook** that I do not understand.

Recipient Signature

Date

Printed Name

Center Staff Signature

Date