

KIDZ ROCKET

Learning Center



PARENT HANDBOOK 2020

Daycare: 281 - 497 - KIDZ

Main office 713 501 2503

www.kidz-rocket.com

kidzrocketlearning@gmail.com

Dear Parents,

We would like to welcome you to our center and are delighted that you have selected to enroll your child into our early childhood learning and developing program. We are certain that you will be pleased with this decision and hope to build a strong long-term relationship with you and your kids.

When you are away be certain that your child is engrossing skills so he/she can develop into a strong individual that can challenge everyday life's obstacles. We will provide tools for your child to grow physically, emotionally, cognitively, and socially all in a very loving and caring environment. We prioritize in building a safe and nurturing environment an environment where learning is built into play.

I know your child will enjoy their time here with us. If you ever have any questions, comments, or concerns that you would like to discuss, please never hesitate to call or set up a meeting.

Sincerely,
Director of
Kidz Rocket Learning Center

Table of Contents

1. Programs	6
2. Daily Schedule	6
3. Security	6
4. Policies and Procedures	7
First Day:	7
Hours of Operation	7
Late Pick Ups	7
Holidays	7
Notifying Sick and Vacation Leave:	8
Vacation Leave Policy: Each child is given one vacation, which allows the parents to hold the seat for a fee of \$50.00. All other holds and fees remain the same as tuition.	8
Withdrawal and Termination	8
Changes in Policies:	8
Transportation:	8
Field Trips:	8
5. Tuition and Fees	8
Tuition:	8
Late Payment:	9
Payment Options:	9
Payment by phone	9
Discount	9
Sibling Discount:	10
Referrals	10
6. Health and Safety	10
Health Forms:	10
We do not require employees to be vaccinated.	10
Hearing & Vision Screening Requirements	10
Admission Requirement:	10
Nursery:	10
Sick Children	10

Communicable disease:	10
Medication:	11
Procedures of insect repellent and sunscreen:	11
Procedures of dispensing medications:	11
Injuries and Accidents:	11
Suspected Child Abuse:	11
Meals and Nutrition	11
Nap Time:	12
Safe Sleep:	12
Child's Feeding Time:	12
Diet and Allergies:	12
No Shoe Policy in Infant Room	12
Infants Feeding Time:	12
Baby Food and Formula Milk:	12
Breast Feeding :	12
Filtered Water	13
Birthdays:	13
Diapering	13
Toilet Training	13
7. Proper Guidelines	13
Labeling	13
Important things to label with permanent ink marker:	13
Items Not Allowed	13
Discipline & Guidelines	13
Dismissal Policy:	14
Visiting Your Child	14
Parent Involvement:	14
Gang Free Zone	14
8. Emergency Preparedness Plan	15
PREPARING THE CHILDREN	15
EVACUATION DIAGRAMS	15
NATURAL DISASTERS AND COVID-19	15
TECHNOLOGICAL DISASTERS	16

ATTACKS.....	17
RELOCATION ADDRESS INFORMATION.....	17

1. Programs

Each classroom follows an age-appropriate program that is taught by well experienced teachers. The classrooms are distinguished by differing planets/ star.

- **Infant Program Welcomes babies 6 weeks -17 months**
- **Toddler Program Welcomes toddlers 18 months – 2 years old**
- **Three-year old Program Welcomes 3 years old children**
- **Pre-school Program Welcomes 4-5 years old**
- **After-school Program Welcomes 6-12 years old**

2. Daily Schedule

Kidz Rocket Learning Center provides an enrichment of activities which is organized in a very balanced manner, so your child can enjoy time in quite, active, indoor, and outdoor experience. Sufficient time is also addressed to breakfast, lunch, supper, and snacks. Check with your classroom teacher to view your child's classroom specific schedule.

3. Security

- **Checking-in:** Every time you drop off your child, you are required to sign him/her in the front lobby on the sign-in sheet.
- **Checking out:** Every time you pick up your child, you are required to sign him/her out on the sign-out sheet.
- **Releasing Children:** Children will only be released to those you authorize in your enrollment form with proper ID. If there is a situation where someone who has not been indicated on the authorized person list is required to pick up the child, a parent must contact the office prior to pick up. The office may contact the parent after the initial call to ensure that the request is legitimate.
- **Visitors:** Visitors must sign in on a visitor log and state the purpose of their visit. ID will be required by any unfamiliar visitors and a copy may be kept on file for future references.
- **Emergencies:** Emergencies procedure are posted and practiced so everyone knows the proper evacuation method in case of an emergency. We keep an ongoing updated list of both parents' contact numbers. Please help us with any updates as soon as possible to ensure that we can communicate promptly regarding any emergency, illness, or injury.
 - ✓ Change of contact numbers
 - ✓ Change of address
 - ✓ New updates on immunization record

- **Notification from the center:** Anytime there is a notification that needs to be conveyed you will be notified via the bulletin board in the lobby area. Please be sure to view the bulletin every time you enter.
- **Photography:** By enrolling the child in to Kidz Rocket Learning Center, the parents automatically give the consent to take their child's pictures. If you don't want your child photographed, give us a written statement to exclude your child from any class pictures.

4. Policies and Procedures

A copy of the Minimum Standards of the Texas Department of Family and Protective Services, regulating daycare operations, is available for review. It is the parents' responsibility to do their part so we are able to carry out the policies as described herein.

You may visit the Texas department of family of protective services at www.dfps.state.tx.us to view your center's most recent licensing report.

First Day: After signing in please take your child to his/her designated classroom and alert the teacher that your child has arrived. You are allowed to stay as long as necessary for your child to feel secure and safe, however please understand that it is normal for your child to cry during the first few days since he is not used to the new routine. Most children stop crying within minutes of their parents leaving. Please note that we will call you should there be a reason. If you don't receive a call then it is safe to assume that your child has adapted well. However, feel free to call the office anytime throughout the day to see how your child is doing. Most children need 2-3 weeks to adjust to their new environment.

Hours of Operation:

Kidz Rocket 1 is open from 6:30 a.m. to 7:00 p.m. Monday – Friday.

Saturdays 8:00am to 5:30pm

Kidz Rocket 2 is open from 6:00 a.m. to 7:00 p.m. Monday – Friday.

Kidz Rocket 3 is open from 6:00 a.m. to 7:00 p.m. Monday – Friday

Kidz Rocket 4 is open from 6:00 a.m. to 7:00 p.m. Monday – Friday

Late Pick Ups: If you are running late to pick your child you must call the office and let us know of your new pick up time. You will be charged late fee of \$1 per minute each minute beyond 7:00pm per child. This late fee must be paid on the day it is incurred.

Holidays: Kidz Rocket Learning Center is closed on: *(some holidays may vary on demand please see office for current holidays)*

MLK Holiday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day After- Thanksgiving Day

Christmas Day

New Year's Eve
New Year's Day

For a updated calendar please see lobby notifications and Facebook: Kidz Rocket

Holidays and inclement in weather are not exempt from your child's regularly scheduled weekly tuition, full tuition is due on these weeks.

Notifying Sick and Vacation Leave: You are asked to call the office earlier in the day to let us know if your child is sick and will not be attending the center. If you are planning a vacation you must let us know two weeks in advance in order to use your vacation.

Vacation Leave Policy: Each child is given one vacation, which allows the parents to hold the seat for a fee of \$50.00. All other holds and fees remain the same as tuition. See more details in Tuition and Fees.

Withdrawal and Termination: If you wish to terminate your child's enrollment it is necessary that you notify the office verbally and with a written notice two weeks in advance of your withdrawal date. If this notice is not given, an additional one week's tuition will be applied to your account which must be paid prior to your child's withdrawal date. Any uncollected amounts will be sent to collections 30 days of non-payment.

Changes in Policies: If there ever is a change in policy, you will be able to spot it in the bulletin board in the lobby and you will be handed a document stating the policy change and the time it will go in effect.

Transportation: During transportation to and from school your child is expected to be on his/her best behavior. The bus driver is trained to safely transport the children on daily basis as long as the child does his/her part. Your child must always wear his/her safety seat belt and remain in a seated position at all times. Your child is not allowed to yell, scream, spit, hit or cause any type of commotion at any point in time on the bus and on school premises. He/she must closely follow all directions given by his/her driver. Same rules apply when your child goes on field trips.

Field Trips: You will be notified of field trips on the lobby bulletin board. Please remember to sign the field trip consent form if you wish your child participates in the educational trips. Please note your child must be 3 years of age or older and must be 36" in height in order to qualify for the field trip due to safety reasons. **We have the right to refuse fieldtrips** if your child may or has caused any safety issues in the past.

5. Tuition and Fees

Tuition: Tuition is due on *Monday*. Should your child take extra days off or sick days, he/she is not exempt from his/her regularly scheduled weekly tuition. Inclement in weather are also non-exempt from regularly scheduled weekly tuition. Kidz Rocket Learning Center incurs cost continuously. Tuition must be paid weekly in full without deduction for absences or center closings due to emergencies and any power outages.

Late Payment: A late fee of \$10 a day will be charged Wednesday.

Fees: \$100 Annual Registration Fees: Registration fees are applicable to all those that enroll their children in any programs including the drop in plan. This fee is charged on an annual basis. It will be collected when you first enroll your child and on First Monday of January each year your child remains in enrollment. Please note that a part of this is dedicated to their annual supplies used at the learning center. This fee is non-refundable.

Re-registration: Is in August of each year. Parents will be expected to pay registration fees of \$50 and fill out new enrollment forms again.

Options for Vacation Leave (for one week or more of absence):

COVID-19: Self-quarantine or when exposed does not waive any outstanding balances or waive any recurring fees. We understand these are unprecedented times and we also have to prepare and consider our on-going fees and budgets. We have lifted the minimum of 2 vacations/ or hold fees a year and made it flexible to last minute changes.

If you or your child has contracted COVID-19 or you are taking self quarantine actions as precaution, you may pay a hold fee of \$25.00 if your child is not attending.

If you **child attends one day out of the week or more** and then does not return due to quarantine measures. You are subject to DROP-IN fee charges rather than FULL weekly tuition. Late fees may also apply if not paid on time.

- You may pay a \$25 fee to reserve your child's spot. With proper notice. **HOLD FEES ARE TUITION AND SUBJECT TO LATE FEES AND TERMINATION OF ANY SPECIAL RATES AND DISCOUNTS IF NOT PAID ON TIME.**
- You may choose to completely withdraw your child and pay a \$50 full registration fee upon return (must discuss with director regarding seat availability) If a two weeks notice is not given prior, charges of the weeks missing will be added to the total.
- If your child is not attending during holidays or a week, parents are required to pay hold fee tuition for the week regardless of absence. Materials, teachers schedules, food inventory is incurring weekly and rely solely on enrollments. Failure to comply **will result into losing your child's seat.**
- **You cannot pay a drop-in fee if you are enrolled on a weekly tuition regardless of your child attending one day out of the week.** *We spend in material cost with projections of enrolled children. SEE ARTICLE on kidzrocketdaycare.com regarding tuition and how it plays a part in our daycares' consistency.*

IF THERE IS NO PAYMENT BY WEDNESDAY MORNING WE WILL NOT PROVIDE CARE OR PICK UP YOUR CHILD FROM SCHOOL.

Payment Options: Kidz Rocket Learning Center accepts payment for tuition and registration in the form of credit cards, cashier's check, money order, and cash.

Payment by phone: If you would like to make a payment over the phone, a convenience fee of \$3.00 will be applied to balance.

Discount: Discount of 2% may be applied to those who pay a whole month's tuition in advance.

Sibling Discount: Sibling discount maybe applicable please contact the office to confirm your discount.

Referrals: Existing parents are subject to receive a \$50 tuition credit for each family that you refer to Kidz Rocket Learning Center. The referred family has to be in attendance consecutively for two weeks in order to receive the credit. Please consult with office to confirm the credit.

6. Health and Safety

Health Forms: When your child enrolls it is the parents' responsibility to complete a Child Health Record form, provide a copy of immunization record, and keep the immunization record up to date. Each time you child's immunization is updated please provide the office with a copy to be kept on file.

We do not require employees to be vaccinated.

Hearing & Vision Screening Requirements: It is the parents' responsibility to provide Kidz Rocket Learning Center hearing and vision screening record for children 4 years of age and older who do not attend a public school.

Admission Requirement: A parent needs to submit a health statement which must be signed by a physician. This statement indicates that your child is healthy and fit to participate in the daycare program. This is for all children who are not currently enrolled in a public school.

Nursery: An infant information form is required to be on file for each infant. As your infant's diet changes it is the parents' responsibility to let us know what has been added and subtracted from his/her diet on the infant information form.

Sick Children: Kidz Rocket is not licensed to provide care for children who are ill. If your child has a temperature of 100.4 he/she needs to stay home. If your child is in our care when the fever arrives, parents will be called to pick up the child as promptly as possible. Keep your child at home until he/she is symptom free for 24 hours. Your child will not be allowed if he/she is experiencing the following symptoms:

- Fever of 100.4 and over
- Constant cough
- Wheezing
- Vomiting
- Rash
- Recurrent diarrhea
- Communicable disease (e.g., measles or chicken pox)

Communicable disease: Communicable diseases are transmittable and therefore should not be taken lightly. Please inform the office if your child has been diagnosed with a communicable disease so that the office can alert the other parents. A child with any type of disease or illness that is contagious is not permitted to attend until he is free from his/her illness/disease.

COVID-19: When exposed to or come in close contact, it is important to call or text the hotline at 713 501-2503. The symptoms can be found on (<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>)

For out breaks at center, we will contact you for VIRUS PLAN IN ACTION. See Emergency plans section.

Medication: Prescription and non-prescription medication will only be administered to the child with written parental permission and as stated on the label. It must be in its original, pharmacy or manufacturer-labeled container with your child's name, side effects, date, amount and time of dosage. Hand the medication directly to the office. Your child is not allowed to carry it in his bag or in his/her pocket. We encourage you to administer medication early morning before your child comes to the learning center and/or in the afternoon after your child is with you at home so you can avoid bringing it to the center.

Procedures of insect repellent and sunscreen: We do ask that every parent to fill out a statement if you wish to have your child to have any specialty lotions or sprays applied.

Procedures of dispensing medications: We do ask that every child's medication is taken home each day. If the medication is left for more than one week of the time brought in, it will be disposed. It is not the daycare's responsibility to store medication if it is not being administered.

Injuries and Accidents: Safety always comes first at Kidz Rocket Learning Center, however, children begin testing their limitations and accidents sometimes happen. We will take proper precautions to avoid these incidents from occurring. In the event your child faces an accident or a minor injury we will administer basic first aid and you will be notified. In the event of an actual emergency, we will try to call you and then we will call 911 even if you were not reachable.

If your child was injured and required medical attention we will have you sign a form acknowledging that the matter was reported to you in a timely fashion. This formality is in accordance with state licensing regulations.

Suspected Child Abuse: Staff members at Kidz Rocket are required by law (Texas Family code) to report suspected child abuse, neglect or exploitation. Our staff policies require staff to report all incidents to the Director of the center. All information will be kept confidential.

Our Staff receives pre-service training on guidance in positive discipline techniques and Child Abuse and Neglect. We are here to serve the well being for every child, taking precautionary steps as to discussing any unusual behavior or marks on a child first with a parent to determine whether it is something in negligence. As parents it is always the most advised step to first consult with the center's director to monitor and review the area of concern. If you feel you would like to involve a state investigator information below will help you do so.

Meals and Nutrition: If your child is above the age of 1 year we encourage you to place your child in our healthy nutritional meal program that is in accordance with the Department of Agriculture. In this program your child will be provided with breakfast, am snack, lunch, pm snack and supper. There are two ways you can participate in this program. First, you may fill out a Child Nutrition Program Application. If your child qualifies he/she can receive these meals at no cost to you. If your child does not qualify or we do not receive a Child Nutrition Program Application from you, your child may participate in the program with an additional charge of **\$10** a week. Menus are always posted in the lobby. You may at any time request a copy to keep at home.

Should you choose not to participate in our healthy nutritional meal program your child may bring his/her own lunch and snack from home that follows healthy nutritional practices. Your child is NOT allowed to bring candy, gum, sugared drinks, or similar items for their lunch or snack. **Please note that pork/ham and peanut butter is also not allowed at this facility due to allergies.** You must sign the

non-enrollment agreement that you are choosing to provide the child's meals and/or snacks from home and you understand that the child care center is not responsible for the child's nutritional value or for meeting the child's daily food needs.

Nap Time: Each child will have a two hour nap time after lunch. A clean sleeping cot or sleeping mat will be provided to your child. Your child may choose to bring a pillow or a blanket.

Safe Sleep: Infants not yet able to turn over on their own are placed in a face-up sleeping position in the infant's own crib, unless you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that a different sleeping position for the child is medically or preferably necessary.

We do not swaddle infants down to sleep or rest on any surface at any time unless you have a completed Sleep Exception Form that includes a signed statement from a healthcare professional stating that swaddling the child for sleeping purposes is medically necessary.

No. Infants have their heads, faces, or cribs covered by items such as blankets, linens, or clothing at any time.

Child's Feeding Time: Children one year of age and older will eat at a standard set time. Breakfast is served promptly at 7:00am-8:00 a.m. If your child comes in later than this time he/she will be ready for an AM snack at 9:00am (snacks consist of full servings of grains and 100% juice/ milk/ fruit). Lunch will be served promptly at 11:30pm. PM snack will be served at 3:00pm. Supper is served at 4:30pm. Please note that Lunch and Supper are complete meals in which your child will receive a full serving of the following items: milk, fruit, vegetable, meat or meat alternative, and grains. It may be helpful for you to remember the feeding times so that you can work your pick up and drop off times accordingly.

Diet and Allergies: Please let the office know if you child has any specific diet restrictions or any allergies verbally and on the health record form. The kitchen will prepare an alternate dish for your child.

No Shoe Policy in Infant Room: We are very particular regarding cleanliness and would not like any dirt particles entering into our infant room. Babies spend time learning how to turn and crawl and we would like for them to do this in an extremely sanitized environment. Please remove your shoes when entering the infant room. You may choose to take off your shoes before entering the room or you may wear a foot cover provided by the facility.

Infants Feeding Time: Infants have their own individual feeding times that we follow. They are fed upon demand and upon the times you request. Your infant will be sent home with a daily schedule that he/she will adhere to throughout the day. This is so you can track your child's patterns to be able to maintain a consistent routine at home.

Baby Food and Formula Milk: If your child is on breast milk, formula milk, or any baby foods you are required to supply this to the center. You may choose to bring it in labeled bottles and they will be stored and refrigerated on a day-to-day basis. Your teacher will help your child with the feedings with all your recommendations. Leftovers must go home; we do not allow anything to be refrigerated overnight.

Breast Feeding : Parents have a designation spot at each facility to give privacy to our moms that would like to visit the facility and breast feed their child. Please see our office staff members to inquire more information.

Filtered Water: The infant room is equipped with special filtered water; therefore you are not required to bring in a supply of water for bottle preparations. However, if you feel the need to bring special brand/type, feel free to do so.

Birthdays: Your child's birthday is a special day. If you would like to bring a birthday treat for his/her class you may do book our facility rooms. Treats need to be commercially prepared, packaged, and labeled with your child's name. Please inform us in advance so we can let you know of anyone with severe allergies in your child's classroom. A clean up fee of \$50.00 must be paid prior to the event.

Diapering: You are required to supply your child's diapers and wipes. Your class teacher will change diapers as needed and will check on a routine basis. When supply is low you will be informed verbally or a note will be placed in your child's bag. Please note your child's classroom will be organized where your child will have his own personal cubby, the teacher will take out daily diapers and wipes and store it in your child's personal cubby to use throughout that day. You may also choose to bring your diapers, wipes, formula in bulk and have it stored at the center. Please remember to mark your child's full name with a black permanent ink marker on all items.

Toilet Training: Toilet training is an important milestone for a child and requires a team effort. We will work in conjunction with you after your child turns 18 months. Diapering procedure is used to cleaning up a toileting accident. If your child has more than one accident he is required to wear and bring pull-ups. You are asked to supply extra change of clothes in your child's bag in case of an accident.

7. Proper Guidelines

Labeling: Please clearly label your child's name on everything you bring to Kidz Rocket Learning Center. Kidz Rocket will not be responsible for lost or damaged items. Proper labeling ensures that items find their way back to their owners.

Important things to label with permanent ink marker: Diaper bag, backpack, lunch box, food containers, wipes box, jackets, clothes, socks, shoes, books, blankets, bottles, pacifiers, and bibs.

Items Not Allowed: Toys (except for infants), gum, money, cell phones, keys, candy and pillows are not allowed at Kidz Rocket Learning Center. We would like the children to use our toys and equipment to avoid the loss or damage of personal items. Sharing and taking turns with our toys is easier for children than with their own. However, your child may bring a favorite item (i.e. blanket, pillow, doll,) to use during nap times. Show and tell times will be announced and for those days your child can bring something in to share with others. Cell phones are not allowed in the classroom. If you need to reach your child, please call the office at (281) 497-KIDZ and we will arrange for you to speak to your child at the front office.

Discipline & Guidelines: At Kidz Rocket we always promote positive reinforcement. However, there are times when a child continues to misbehave. If the teacher feels that a child is

continuously misbehaving she has the authority to do the following:

- 1) Give a verbal warning
- 2) Sit the child in time out for a brief duration
- 3) Sit the child in quiet reading time for a brief duration

A teacher will only use positive methods of discipline that will encourage the self-esteem, self-control, self-direction and self-confidence.

If the child still continues to misbehave then he will be sent to the office where a parent phone call will take place. We will, in detail, explain the situation and allow the parent to talk to the child. From there we will decide if the child should be able to return back to class or if he needs to be picked up. If a child develops a history of misbehavior, or poses as a bad influence among his classmates, or disrespects his teacher, we reserve the right to refuse services to such child. We will document each incident on file for discontinue purposes.

You are required to read and sign our discipline and guidance policy.

Dismissal Policy: Kidz Rocket Learning Center reserves the right to ask parents to make alternate arrangements for care if it is determined that a child's needs cannot be met, or the child has not adjusted to group care provided by the center. In the event behavior becomes disruptive to the program or becomes a problem that poses an unsafe situation for the child or other children in the class, alternate arrangements will be required.

Visiting Your Child: We allow parents to visit their child at any point during the day to observe their child's and his/her adjustment. We ask you to be as quiet as possible, so that there is minimal disturbance in the classroom's regularly scheduled program. An extended duration of visitation causes disturbance in the regularly scheduled routine. ***We ask you to limit your visitation time to 10 minutes. We have experience of parents spending hours in the center and spoiling the learning environment.***

Parent Involvement: We will notify you on any activities or parties in which you may participate via the lobby's bulletin board.

Gang Free Zone: A gang-free zone is designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. Their 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.

Need to Speak to the Director?

If you wish to speak to the director regarding any policy/ procedure or would like to simply relay a suggestion. Please feel free to call the center at 713-501-2503 or you can email at kidzrocketlearning@gmail.com You may use any of the above methods to schedule a time to meet with the director at any point in time.

Licensing Office: If you need to contact the local licensing office you can reach them at: PO Box 16017
Houston, TX 77222

8. Emergency Preparedness Plan

It's always best to be prepared for the worst and hope for the best when it comes to emergencies. There is no such thing as being too prepared. The emergency preparedness plan is designed to help parents understand how various emergencies will be handled at Kidz Rocket. This will allow parents to be prepared and know what to expect at any given time period. The following topics make up the emergency preparedness plan:

- Preparing the children
- Evacuation diagram
- Natural Disasters
- Technological Disasters
- Attacks
- Relocation address information

PREPARING THE CHILDREN

FIRE DRILLS: It is important for the children to be prepared and know how to behave in case of an emergency. Every month Kidz Rocket performs routine fire drills, this allows the children to learn how to behave in case of a fire emergency. Infants are evacuated in our evacuation crib. All other children are supervised while they evacuate the building and all classrooms meet at a designated area. Each teacher is accountable for ensuring all their students have evacuated safely. Then when the signal is given the children and teachers all return to their classrooms to continue their normal routine.

SEVERE WEATHER DRILLS: Kidz Rocket also performs severe weather drills once every three months. In this practice the children learn to duck and cover themselves away from any windows in case of a natural disaster such as tornadoes, or hurricanes. They are taught to protect their heads. The teachers ensure the safety of the children.

EVACUATION DIAGRAMS

Each classroom has a posted evacuation diagram that the classroom must follow during the monthly fire drills. We have a primary evacuation route marked with a solid line and a secondary evacuation route marked with a dotted line. When we run our practice drills we always use the primary evacuation route so that the children are able to use this method comfortably in case of a real fire.

NATURAL DISASTERS

Natural Disasters are disasters such as but not limited to: severe weather, tornado, flooding, hurricane, high winds, etc. If there is a high chance of a natural disaster hitting our area we will close our center for the protection of our children. Once the weather alert stations have cleared the severe weather we will then re-open our center. Our closure notice will be posted on our front door. If there comes a time when Kidz Rocket experiences severe weather while children are in care we plan on evacuating to West Oaks Mall children's play area. This is our primary evacuation relocation area. If needed, we will be using assistance from Kidz Rocket which is nearby licensed daycare center off of Hwy 6 and Alief Clodine. If we need any resources such as more transportation vehicles, staff, and/or shelter, this daycare center has agreed to provide any kind of assistance. We will use this daycare center as our second relocation place in case West Oaks Mall is not a feasible option. Once we relocate to a safe area we will call all parents to notify which place we chose that way parents can quickly find us to pick up their children. We will be doing constant counting of our children to have each child accounted for, this way we will be sure that no child is left behind at any point. We will carry with us an emergency file which has a copy of each child's registration form in which all emergency contact information is accessible. We will communicate with each parent and local authorities using our staff's cellular phones if a land line is not available. We will also have all information that we need to administer emergency medical care for any child needing such.

COVID-19 EXPOSURE PLAN

In an event of a outbreak,

- We have an isolation room that can be used to isolate a sick child.
- We disinfect with 100% isopropanol solution to kill all virus/bacteria in exposed areas of the facility.

- Contact ALL PARENTS to Immediate pick up. EMERGENCY SHUT DOWN ACTIVE.
- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to **24 hours** or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- Continue routine cleaning and disinfection.
- Depending on the severity of the symptoms or based on case by case of the exposure, we will determine to close for **1 to 14 days or as advised by our License officials/Health professionals** and notify parents to monitor their children. If no symptoms show in 14 days they may resume.

- Monitor and plan for absenteeism among your staff.
 - Recommend that individuals at higher risk for severe illness from COVID-19 consult with their medical provider to assess their risk and to determine if they should stay home if there is an outbreak in their community.
 - Staff will be required for official negative COVID-19 Test results to return, if suspected symptoms arise.

TECHNOLOGICAL DISASTERS

Technological disasters are disasters such as but not limited to: biological attack, chemical attack, and radiological attack. If Kidz Rocket experiences any of these types of attack we will close for that day until it is safe to reopen. If such a threat comes while children are in care all parents will be called to have their children picked up. In the meantime, we will make sure everyone stays inside. We will take proper measure to seal all windows, doors, vents, and we will have the air condition system turned off. If we receive notice

from the fire department that we must evacuate the building then we will follow the same plans as we would for natural disasters.

ATTACKS

If we come to know that there is a stranger danger in the area we will have the center locked down. This means no one will be allowed to come in or leave until the police inform us that it is safe to do so. Any terrorist attack will be handled exactly to the commands of the police department. If they tell us to be on lock down we will stay on lock down until they instruct us to do otherwise. If they feel we must evacuate we will evacuate to the West Oaks Mall play area. We will inform all parents of our relocation destination to have each child picked up as quickly as possible.

RELOCATION ADDRESS INFORMATION

Funplex (FOR KIDZ ROCKET 3&4)
(281) 531-1332
13700 Beechnut St, Houston, TX 77083

U Haul Storage West Oaks
(for Kidz Rocket 1 & 2)

Please save our facebook for any quick notifications. We will be notifying parents through texts. If there is any prolonged periods of wait time. We have toys that we will take to entertain the children and keep the little ones busy with snacks and packaged juices. Our staff will be accompanying all children until they are picked up by their parents.

By signing this document, I acknowledge receipt and understanding of this policy and am allowed waiver of a total of 2 late fees.