

# Kinder Ready Learning Center Family Handbook



LEARNING CENTER

979-704-5111 • [www.Kinder-Ready.com](http://www.Kinder-Ready.com)

*Laying the Foundation for a Love of Learning*

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# **Welcome to Kinder Ready!**

**Welcome!** We are so excited that you have chosen Kinder Ready Learning Center (KRLC) for you and your child.

This Family Handbook (Handbook) is intended as a guide to the policies and procedures of KRLC. Please read it carefully to ensure that you fully understand all information provided, as adherence to the below policies is a requirement for continued enrollment in our center. All families are required to acknowledge receipt of this Handbook upon enrollment in KRLC. The policies contained within this Handbook are reviewed and updated on an annual basis, and as needed. In the event that we make any updates of significance, we will notify our families of the changes. If you have any questions, please never hesitate to reach out to us. We are here and happy to help.

For the purposes of this Handbook, the terms “parent” and “family” refer to a child’s parent, legal guardian, sponsor or anyone else who is legally responsible for the child’s well-being and best interests.

We thank you again for becoming a part of our KRLC family! We are excited to be on this adventure with you and your child!

*- Avian Mosley & the Kinder Ready Team*

## **About Us** **Our Philosophy**

At KRLC we encourage children to ask questions, make new discoveries and enjoy learning as they participate in educational activities that are engaging and fun. KRLC's interactive experiences ensure children develop foundational skills in word knowledge, oral language and early literacy. Our curriculum integrates social studies, numeracy and science as children explore nature, investigate, solve problems and develop thinking skills.

## **Our Goal**

Our goal is to provide experiences at KRLC that develop the whole child. We demonstrate and teach children how to interact with others, how to show compassion and empathy and how to cooperate with others. The educational curriculum has a strong emphasis on language and concept development, particularly developing phonological and phonemic awareness (hearing sounds correctly in words for listening, speaking and emergent reading and writing skills).

KRLC’s daily activities, opportunities for leadership and focus on making choices help children develop self-regulation and competence. Children learn to make responsible decisions and they understand how to be accountable for their choices. The daily routines allow children to develop organizational skills that become effective learning habits and tools for succeeding in school.

## **Children Served**

KRLC offers high quality early childhood education to children ages 18 months - 6 years old.

## **Hours of Operation**

KRLC is open to children Monday – Friday from 7:00am – 5:30pm.

## **Holidays**

KRLC is closed on the following holidays:

- Labor Day
- Veteran's Day (Professional Development Day)
- Thanksgiving Day
- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day (Professional Development Day)
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day

KRLC also closes for approximately 3 days each year for Spring Break, as well as for a full week surrounding, and including, the Christmas holiday.

Holiday closures are listed on our school calendar and are subject to change. As stated in our Tuition & Fees policy, there is no reduction of tuition due to closures for holidays.

## **Our Staff**

At KRLC, we know that the quality of our staff is a key to our success. Our teaching staff are the ones on the ground, making the KRLC dream a reality every day.

All KRLC staff members have been screened through Child Care Licensing, and have completed law enforcement background checks and Mandated Reporter training prior to being with the children. We require all staff to take Pediatric First Aid and CPR training.

True educators never stop learning, and the field of early childhood education is always growing. We want to be sure our teaching staff are always keeping current with the best practices in our field. All of our staff therefore participate in at least 24 hours of annual professional development. To this end, KRLC provides full day professional development opportunities to all our staff on both Veteran's Day and Presidents' Day. KRLC will be closed to children on these days.

Finally, all of our staff members must love working with children. We respect and accept young children and their families, and always keep our focus on the best interests of the child.

# **Our Families**

## **Family Participation**

KRLC believes strongly in collaboration with families. As the most significant adults in a child's life, families are our partners and we encourage them to participate in all classroom activities and parties whenever possible.

### **Open-Door Policy**

KRLC has an open-door policy, meaning that families are always welcome to visit KRLC at any time during our hours of operation to observe their child, our program activities, the building, the premises and the equipment, without having to secure prior approval. KRLC does ask that families and teachers work together to ensure that a family's time in the classroom works towards the child's success. For example, if a child is struggling with separation, the teachers may recommend that the family not come visit during the transition period, as this could make the transition harder.

If you plan to visit the building for longer than the few minutes necessary to drop off or pick up your child, please park in the spaces behind the building to keep the entrance area open.

### **Family Photos**

Even when our families are not physically with us, we want our children to know that we consider our families to be important members of our community. We therefore ask each family to send in a family photo for us to post in your child's classroom.

### **Annual Family Events**

Each year, families are invited to gather at KRLC for our annual family events:

- Thanksgiving Feast
- Christmas Party
- Summertime Splash Day

## **Communication with Families**

### **Orientation**

As a part of the enrollment process, and prior to a child's first day with us, families are required to attend an in-person Orientation session with our Director.

### **Ongoing Communication**

The KRLC team will communicate with families on a regular basis, and in a variety of ways, about their child's experience here at KRLC.

### *Brightwheel*

Our primary means of regular communication is through Brightwheel. The KRLC team will occasionally use this application to send school-wide messages to all families. In addition, this application allows teachers and families to send each other private messages and information instantly.



We also post our weekly Activity Plans in the Brightwheel app so that families know what we plan to learn about each week. Please note that, while we plan very intentionally, we also want to be sure never to miss the unexpected teachable moment. Therefore, we may deviate from our plan if such an opportunity arises.

### *Time to Chat*

In the event that families have questions, concerns or something to share, there are multiple ways to do so. For a brief share, drop off and pick-up are great moments for a touch base. For any conversation that will take longer than a few minutes, or which is of a sensitive nature, families are asked to send a message through Brightwheel to schedule a time to meet with their child's teacher when the teacher is able to arrange for proper coverage of his or her classroom.

Teachers are not allowed to conduct meetings or take phone calls while in the classroom with the children. Please note that employees are prohibited from sharing their personal contact information with families except in very unique circumstances which must be approved by the Director. Lead and assistant teachers on a teaching team will regularly share information with each other and, when a concern is raised, with the Director as well.

### *Spanish & Sign Language*

KRLC has at least one Spanish speaking teacher on staff at all times, and also has staff who are able to communicate in basic sign language.

### **Annual Family Survey**

KRLC will conduct an Annual Family Survey at the end of each school year to collect insights as to how we are doing.

### **Concerns & Grievances**

In the event that a concern is not resolved while speaking with the teacher, or if a family has a concern that they are uncomfortable bringing to the teacher, families are always welcome to reach out to our owner, Avian Mosley, if needed. Our leadership team is always happy to hear from families and is here to help you.

### **Parent Teacher Conferences**

We hold Family-Teacher conferences twice a year for all children enrolled in KRLC. These conferences are a formal time to share information about a child's strengths, opportunities for growth, growth and development, friendships and overall experience with us at KRLC. Together, we will continue to plan for your child's success.

## **Confidentiality / Disclosure of Information**

In order to provide the best learning and social situation for each individual student, the KRLC teaching staff, administrative staff and other employees have access to a great deal of confidential information about students and their families. KRLC employees are prohibited from sharing confidential information about students and families with anyone outside of the KRLC staff without a Confidentiality Release form signed by the child's parent or legal guardian, except when required by law. This explicit, written permission must be obtained from families before KRLC staff can speak or work with specialists contracted by the school and/or families to observe and/or work with children.

Confidentiality Release forms will be valid for one year from the signature date, unless the family submits a written request to retract his or her permission prior to that date.

Employees can and will share confidential information about a child and/or family members, on a need-to-know basis, with the following KRLC employees, without additional permission from families:

- Avian Mosley
- School Director
- Teaching staff working with the specific child in question
- Staff specialists
- Administrative staff

KRLC will also provide information, as required, to Texas Child Care licensing officials.

### **Employment of Staff Members by School Families**

KRLC recognizes the tremendous skill of our teaching staff, and respects the fact that families may want to hire our employees to babysit for their children or engage in other forms of employment outside of school hours. While we discourage our employees from accepting employment from enrolled families, employees may choose to work for KRLC families, and do so at their own discretion. Employees who choose to work for families must do so only outside of school hours. Employees take on full responsibility and liability in choosing to work for KRLC families outside of school hours. KRLC has absolutely no liability or responsibility in any way.

### **Our Curriculum / Curriculum Goals**

KRLC uses two research-based instructional programs, the [We Can Early Learning Curriculum](#) and [Ready to Advance Early Learning Program](#). Both comprehensive curriculums include monthly thematic units that integrate content and skills from ten domains of learning included in the Texas Prekindergarten Guidelines (social emotional development, language and communication, emergent literacy reading, emergent literacy writing, mathematics, science, social studies, fine arts, physical development and technology).

### **Key Developmental Skills**

At KRLC, we know that it is our responsibility to prepare children for kindergarten and for life. We work to support the whole child, focusing on key developmental skills:

#### **Social-Emotional Skills**

The social-emotional growth of children is the key element of our curriculum because we know that, without strong social-emotional skills, children will not be successful in the world around them. We foster this development by building relationships amongst children and adults through warm, respectful communication and modeling. We help each child develop a strong sense of individual self-worth, and build a community which appreciates the uniqueness of each adult and child. At KRLC, we believe in the value of diversity, and we celebrate the varied backgrounds of our children and families.

## **Physical Skills**

The development of strong fine and gross motor skills is vital to many experiences children will have in their future, both in and out of school (such as sitting at a desk, playing on the playground, participating in sports, riding a bicycle, exercising, drawing, writing and self-regulation). In our school, we support the development of fine motor skills by providing a variety of hands-on writing and fine arts experiences including drawing, cutting, clay-work, painting and the creation of 3-dimensional art. We also provide a wide variety of sensory-rich experiences, knowing that the more surfaces children touch, the more their sensitivity to texture solidifies and the more their hand-eye coordination increases.

Teachers incorporate a variety of opportunities to develop children's gross motor skills throughout the day by providing opportunities for the children to run, jump, climb, skip, dance, climb stairs and hang from the monkey bars. Each child is offered a minimum of 60 minutes of physical activity each day.

## **Language and Literacy Skills**

Young children develop language skills at a remarkable rate and we provide opportunities to help them do so. We facilitate the growth of spoken language through speaking with the children and through actively encouraging them to speak with each other. We ask for their opinions, model patterns of conversation, ask them questions and utilize descriptive language to help them begin to label items and feelings.

We encourage the development of pre-literacy skills through reading to children regularly, through making books and the discussion of books an important part of their daily experience, and through incorporating opportunities to model and experience writing in our daily activities.

### ***Sign Language***

We enhance children's communication skills by teaching basic sign language as a part of our curriculum.

## **Cognitive Skills (including math, science, social studies & technology)**

In today's world, where Google can answer any question and provide you with any fact, our primary focus is teaching children *how* to think, as opposed to telling them *what* to think. We encourage children to not only ask questions, but to help find the answers themselves. Our goal is to provide experiences in which the children have the ability to physically process information and to create connections in their minds, literally building their own knowledge.

## **Show & Tell**

Each Friday, children are invited to bring one object to share as part of our Show & Tell. Families should follow the stated requirements in our [Personal Belonging Policies](#).

## **Chapel**

Children have the option to participate in weekly Chapel, each Monday at 8:00am. This is a wonderful opportunity in which we provide both spiritual and educational

foundations, allowing our children to know that the Heavenly Father is the Creator and loves all children dearly. Chapel attendance is not a requirement.

### **Outdoor Play / Physical Activity**

KRLC understands the importance of outdoor play for young children. Research has demonstrated that being outdoors not only bolsters children's physical development but also their cognitive development as well. We therefore schedule at least 60 minutes each day for all children to play outside. Please ensure that your child wears weather appropriate clothing and footwear so that he or she can enjoy his or her outdoor time in safety and comfort.

If your child is not well enough to play outside, please keep him or her home for the day.

In the event that the wind-chill, heat-index or other weather conditions represent a health or safety risk as determined by the [Child Care Weather Watch Chart](#), KRLC will limit, switch or cancel time outdoors as needed for the given day. In such cases, indoor physical activities will be provided instead.

### **Water Play**

During the summer, KRLC offers sprinkler play to enrolled children. Families must provide permission on our enrollment form in order for their children to participate in water play. We will notify families ahead of time when we plan water play.

### **Observations & Assessments**

Teachers routinely observe each child's development, including but not necessarily limited to speech, articulation, social-emotional, cognitive, behavioral and physical development. These observations occur throughout the year and evaluations help us identify each child's strengths and opportunities for growth.

Teachers use the information gleaned from their observations to inform the individualization of their planning. Individualizing the curriculum goals, the development of classroom management strategies and the creation of strategies for specific children is a central responsibility of teachers. It occurs on a regular basis and is communicated to families as appropriate.

### **Collaboration with Families to Support a Child**

On occasion, the teacher's observations indicate potential benefit from intervention comprising additional classroom strategies and/or referral for observation by a specialist. This may be in response to challenging behaviors or observations about a child's needs, growth or development. In the event that a teacher feels it appropriate, based upon observations of a child, the teacher will share observations about a child with the Director. The Director and the teacher will establish a plan for further support which may include such steps as further observation, follow up meetings, creating a list of classroom strategies to assist the child, conversations with the family and/or recommendations for observation by a specialist. If strategies are implemented to support a child, staff will keep the family informed of their child's progress towards meeting the objectives of the program. Staff will document the content of all parent-staff meetings about a child and provide a copy of the notes to the family.

If, based on the objective observations of teaching staff, the Director determines an observation by an outside specialist is warranted and would benefit the child, the Director and the teachers will meet with the child's family, share the school's observations and request permission from the family to have the child observed. Individual children will only be formally observed by outside specialists with the family's written permission. All observations conducted by, and communications with, outside specialists remain confidential and are shared only with the child's family and relevant KRLC teaching staff and/or employees, as detailed in our Confidentiality Policy.

In the event that a child has an Individualized Educational Plan (IEP) or Individualized Family Service Plan (IFSP), and/or special needs assessments, teachers will utilize these plans to inform individualized instruction in collaboration with the family. If a child is receiving support services, in order to best support the needs of the child, and so that the school can work together with the family and the specialist as a collaborative team, the school will ask the family to provide written authorization for the teacher and relevant KRLC teaching staff and employees to work directly with specialists. Documentation of all observations and meetings between teaching staff, specialists and families will be kept confidential.

KRLC strives to meet the individual needs of every child who attends our school whenever possible. When additional supports are needed, KRLC will provide them to the extent that is viable. In the event that KRLC determines a child needs one-on-one support in the classroom, it will become the responsibility of the family to cover all costs associated with that support. Anyone providing support to a student in the classroom will report to the lead teacher for guidance while the child is in the classroom.

In the event that a family is unwilling or unable to pay for one-on-one support, or does not agree to other reasonable supports which KRLC determines are needed to adequately support a child, KRLC has the right, at the sole discretion of the Director, to counsel a family out of the school. In such cases, regular withdrawal policies apply and we will consider the needs of both the child and the family, by planning with the family to meet the child's needs when he or she leaves the facility, including referrals to other agencies or facilities which may prove to be a better fit for the individual child.

## **Behavior Management**

What is often referred to as discipline, we here at KRLC view as a key part of our curriculum. Helping young children develop the skills to behave in both a developmentally and socially appropriate manner is a key piece of our work as educators. We believe that every child deserves to be seen in the highest possible regard and that adults are responsible for actively supporting their needs.

We always maintain the highest level of professionalism which includes kind, respectful and gentle tones when speaking with children. We focus on praising and encouraging positive behaviors rather than focusing only upon challenging behavior.

### **Two-Choice Discipline**

AT KRLC, we use Two-Choice Discipline. This means that we provide the children with choices and encourage them to take ownership of their decisions. For example:

- Children are given the opportunity to choose which learning center they want to play in on any given day. Once they make their choice, then they need to stay in that center for the duration of play time.
- At lunch time, children are given the choice to eat their food or to be done. When a child says that he or she is done, we respect that choice and pack up or dispose of the remaining food as appropriate.

## **Responding to Challenging Behaviors**

If a child exhibits challenging behaviors, we provide natural consequences and evaluate the child's actions to determine the cause of the behavior. In the event that a child exhibits ongoing challenging behaviors, we will work closely with the family as described in the [Observations & Assessments Policy](#).

### ***The Thinking Spot***

When a child engages in challenging behavior, we provide him or her with time to calm down in the Thinking Spot. The child can read a book, work on a puzzle, cuddle with a toy or find another, similar method to calm him or herself down. This provides the child with time and opportunity to self-regulate and prepare to re-enter play.

A child will be required to sit in the Thinking Spot for no more than 1 minute per chronological age. However, a child may choose to sit for longer if he or she desires more quiet time prior to returning to the group.

### ***Hitting***

As part of our Two-Choice Discipline, we say to the children that “if you choose to hit, you choose to sit.” This means that if a child hits another member of the classroom, he or she must spend the designated amount of time sitting in the Thinking Spot.

### ***Biting***

Biting is developmentally appropriate for children up to the age of 2 years old, even if it is not socially appropriate. We sometimes see biting among preschoolers as well. Biting, like all challenging behaviors, is a message. Children are telling us their feelings and/or their needs through their actions in the only way they are able in the moment. Most young children will bite at least once, and some will bite more often.

When biting happens, our response will be to care for and to help the child who was bitten to recover, and to help the child who bit to learn a more socially appropriate behavior. Our focus will not be on punishment for biting, but on effective strategies to address the specific need the child is expressing by biting.

Notes will be written to the families of both the child who bit and the child who was bitten. Due to confidentiality reasons, we will not share the names of either child with the other family. However, we will work with both families independently to keep them informed and to develop strategies to set all children up for safety and success.

### ***Prohibited Forms of Discipline***

At KRLC we do not allow any harsh, cruel or unusual treatment of any child. The following types of discipline and guidance are prohibited:



- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps or toilet training
- Pinching, shaking or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting or yelling at a child
- Subjecting a child to harsh, abusive or profane language
- Placing a child in a locked or dark room, bathroom or closet
- Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief, supervised separation or time out
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device

## **Suspension & Expulsion**

The goal of this policy is to provide a safe and nurturing environment for children and families that limits expulsion or other exclusionary discipline; these exclusionary measures are to be used only as a last resort where there is a determination of a serious safety threat that cannot otherwise be reduced or eliminated by the provision of reasonable modifications.

### **Suspension or Expulsion Due to Inability to Support a Child**

If a situation should arise where there is documented evidence that all possible interventions and supports recommended by behavioral health and community-based professionals, such as early intervention, have been exhausted, and it is determined by the Director that another setting is more appropriate for the wellbeing of the child in question or that KRLC is unable to support the child, the following situations may lead to suspension or expulsion of a child:

- The child is at risk of causing serious injury to him or herself, or to other members of the KRLC community
- The child is unable to successfully transition into care, even after an extended period of time and with all appropriate supports offered
- The child engages in ongoing verbal or physical abuse towards staff or children

KRLC is committed to working with our families in order to prevent expulsion whenever possible, and to ensure that all of our young learners have the tools and experiences they need to thrive.

### **Suspension or Expulsion Due to Behaviors of the Family**

All adults in the KRLC community are required to follow the policies in this Handbook. In the event that a family member or representative of a family behaves in a manner which endangers the physical or emotional security of our community, the Director may determine that the family, and therefore the child as well, may no longer attend KRLC. The following situations may lead to suspension or expulsion of a family:

- A family member physically threatens another member of the KRLC community

- A family member is verbally abusive towards another member of the KRLC community
- A family fails to abide by policies stated in this Handbook

## **Screen Time**

KRLC recognizes that children's use of screens can have numerous negative physical and psychological impacts. On the other hand, limiting screen time provides additional opportunities to encourage high-quality social interactions and to support the development of strong verbal skills. Therefore, we limit screen time at KRLC in the following manner:

- Children under the age of 2 years old do not have any screen time at KRLC.
- Screen time for children ages 2 and older may be used to supplement, but not to replace curriculum activities. In such cases, the activity must:
  - Be related to the planned activities that meet educational goals
  - Be age-appropriate
  - Not exceed one hour per day
  - Not be used during meal time, snack time, nap or rest time
  - Not include advertising or violence
- Adults must be present and engaged at all times during screen time activities
- All screens must be turned off when not in use
- Children are not provided with unsupervised access to the internet in order to limit access to inappropriate content

Alternate activities are always made available during screen time for any children who do not wish to engage with the screens.

## **Enrollment Requirements**

### **Required Documentation**

The state of Texas requires that KRLC collect specific information about each child. All required forms and information must be submitted to the KRLC office at least 24 hours prior to a child's start date. A delay in submission of required forms may result in a delay in the child's start date or loss of the child's slot at KRLC.

Families must update their required forms each year prior to the anniversary of their child's enrollment date or the form's expiration. KRLC will provide families with 3 month's warning prior to a form's expiration date, and it is the responsibility of the family to provide an updated form prior to the form's expiration.

KRLC will retain copies of all child records for a minimum of three months following a child's last day of enrollment at our center.

### **Contact Information**

Families must provide KRLC with contact information for all parents/legal guardians. We also require that families provide additional emergency contacts who are authorized to be notified and to pick up a child in case of illness or an emergency.



Families can update their contact information at any time in our Brightwheel app.

### **Medical History Statement**

Prior to attending KRLC, all children must have one of the following on file with KRLC:

- A written statement, from a health-care professional who has examined the child within the past year, indicating the child is able to take part in the child-care program OR
- A signed affidavit from the parent stating that medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization of which the parent is an adherent or a member

### **Immunizations**

Together, we can protect our children against serious diseases by providing them with complete and timely immunization.

In accordance with Texas Department of State Health Services, KRLC will not allow children to attend our school who do not meet, and continue to meet, applicable immunization requirements required by the state of Texas for children enrolled in early learning centers. The current immunization requirements can be found at <http://www.immunizetexas.com>.

Families must provide KRLC with a complete record of immunizations, signed by the child's pediatrician prior to the child's first day at KRLC. Families must ensure that their children remain up to date with their immunizations, and must provide KRLC with updated immunization records as appropriate. Failure to comply with this policy may lead to termination of enrollment.

The only exceptions to this rule are those stated in the Texas Child Care Regulations as follows:

- The child is exempt or excepted from an immunization and the exemption or exception is verified by the date of admission. A child may be exempt from immunization requirements for a medical reason or reason of conscience, including a religious belief, as detailed in the Texas Child Care Regulations
- The child is homeless or a child in foster care and is provisionally admitted for up to 30 days if evidence of immunization is not available.

In the event that a child is un-immunized or under-immunized in accordance with the above stated clauses, and a local outbreak or epidemic occurs of the disease/s for which the child is un-immunized or under-immunized, the child may be asked not to attend KRLC until the outbreak or epidemic has been declared over.

### **Tuberculosis Screening or Testing**

All children must have a record of a current Tuberculosis Screening or Testing on file at KRLC.

## **Hearing & Vision Testing**

All children must have their hearing and vision tested upon turning four years old, and families must provide KRLC with the test results to maintain on file.

## **Tuition & Fees**

All tuition & fee amounts are listed on our Tuition & Fees schedule.

Our costs remain the same whether your child attends on a given day or not. For this reason, we do not offer prorated or reduced tuition for absences, vacations, holidays, school closures due to weather or other unforeseen circumstances, or for any other reason. Tuition is due, in full, for each month that a child is enrolled in KRLC.

## **Refund Policy**

All payments to KRLC are non-refundable.

In the event that overpayment is made, the additional funds will either be applied to the family's next payment due or can be refunded upon request.

## **Deposit**

All families must pay their non-refundable Deposit prior to their child's first day at KRLC. This Deposit will be applied to the child's first month of tuition.

## **Tuition Payment Schedule**

Tuition payments are due, in full, on the 1<sup>st</sup> business day of each month, for the upcoming month of service.

## ***Multiple Tuition Payment Option***

If a family has 2 or more children enrolled in KRLC, the family may choose to pay 50% of the monthly tuition on the 1<sup>st</sup> of the month and the remaining 50% of the monthly tuition by the 15<sup>th</sup> of the month. Families must notify the Director in advance if they wish to utilize this multiple tuition payment plan.

## **Tuition Payment Options**

KRLC is pleased to offer families multiple options for making their payments. Families may choose to pay their tuition and any applicable fees using any of the following methods:

- Credit Card payments through Brightwheel. Please note that Brightwheel charges a fee for this service, which will be added to your tuition or fee payment
- Credit Card payments in the office
- CashApp
- Personal or Cashier's Check
- As of October 1, 2023, KRLC will no longer accept cash

## **Supply Fee**

KRLC charges an annual Supply Fee per child. This Fee is assessed each January to help offset the cost of key supplies.

### **Multiple Child Discount**

KRLC is pleased to offer a tuition discount to families with 2 or more children enrolled in our center.

### **Returned Check Fee / Denied Electronic Payment Fee**

A returned check fee / denied electronic payment fee, plus applicable bank fees, will be charged for a family's first returned check or denied electronic payment. Families are expected to pay all fees, including the tuition amount due, within 24 hours of receiving notice from KRLC. Late payment fees will be applied as detailed on the Tuition & Fees schedule.

If a second check or electronic payment is returned, the family will be required to pay by cash or certified check going forward.

### **Late Payments**

If a tuition payment is not received within 15 business days of its initial due date, a daily Late Payment Fee will be assessed each day and the child will be placed on a temporary suspension until the payment is made in full. This means that the child cannot return to KRLC until all payments are made in full. During the time of this suspension, we will hold the child's spot in KRLC, meaning that tuition will still be due even though the child cannot attend. Once payment is made in full, the child can return to KRLC the next day. However, if payment is not made in full with 30 business days after payment was originally due, the child will be dis-enrolled from KRLC and his or her spot will be offered to a child on our waiting list.

In the event KRLC determines that late payment or failure to pay has become a chronic issue for a family, KRLC reserves the right to terminate enrollment immediately.

## **Code of Conduct**

We are not only a school; we are also a community which values the individuals we welcome into our halls. In order to create and maintain an environment in which all members feel safe and welcomed, all adults in the KRLC community are bound by the policies stated below.

All adults at KRLC must:

- Adhere to the policies outlined in our school Handbooks
- Protect the physical and emotional safety of all members of the school community
- Treat all members of the community, including but not limited to children, families, faculty, contractors and staff, with dignity and respect at all times
- Appropriately implement as necessary all security protocols, following the direction of KRLC employees

Adults at KRLC may not:

- Bully, harass or intimidate anyone at KRLC, including but not limited to, students, staff and families
- Engage in abuse or neglect of any child or adult

- Utilize physical punishment, emotional abuse, withholding of food or any other harmful methods of discipline
- Engage in inappropriate verbal interactions with anyone, including but not limited to, students, families or staff members such as:
  - name-calling or cursing
  - encouraging children to keep secrets from other adults
  - sexual or offensive humor
  - shaming, belittling or derogatory remarks including negative comments about physique, body development, dress or family
  - harsh language, harsh tones or raised voices that may threaten, degrade or humiliate

Because maintaining the emotional and physical safety of all members of the KRLC community is an essential value of our school, failure to follow this Code of Conduct, or engaging in any other behaviors which are deemed to threaten the emotional or physical safety of a member of our community, may result in a family's or an employee's termination from the school. In such cases, no refunds of tuition or fees will be granted to the terminated family.

The decision to terminate a family from the school for any reason is at the sole discretion of the Director.

## **Withdrawing from KRLC**

If it becomes necessary to withdraw your child from KRLC, we ask that you give us two weeks' notice, in writing, so that we can prepare classmates for the departure of one of their friends.

If a child ceases to attend, we will attempt to contact the family. If, after two weeks, we have been unable to reach the family, and have received no notification of continued absence or attendance, we will assume that the child has withdrawn from KRLC and we reserve the right to give the child's slot away.

In the event that any payments are past due at the time of withdrawal, we will contact a collection agency to collect the funds.

Families may request copies of your child's physical and immunization record from the front office on your child's last day so that you can transfer these records to your child's next school.

## **Daily Operations** **Drop Off and Pick-Up Procedures**

### **Attendance Records**

Upon arriving and departing, your child must be signed in and out electronically, every day, using Brightwheel. Authorized adults must enter their first and last names into Brightwheel when picking up a child.

Families may not leave a child unattended at KRLC. Each child must be left with a staff member upon arrival at the center and a staff member must be notified when a child is leaving.

If a child leaves and returns during the day, he or she must be signed out and back in using Brightwheel.

### **Absences**

If your child will be absent due to illness, please notify the office via email or phone prior to 9:00am so the teachers can be notified. If you know in advance that your child will be absent due to a scheduled event, please let us know as soon as possible.

### **Arrival Routine**

Routine is very important for young children, and helps set them up for success. We recommend that each family come up with a good-bye routine to follow each morning to help your child transition to his or her school day. Our teachers will support you as needed to create an individualized routine.

Families will drop their children off, with a designated staff member, at the entrance to KRLC. Please build a few minutes into your routine to share any important information which might impact the child's day. Children are very sensitive to changes in routine so things like a sibling being home sick, a family member being out of town, a poor night's sleep, or a new baby on the way can impact a child's mindset and behavior. Knowing about these types of circumstances help us understand and support your child.

If a child is struggling with separation in the morning, the teachers may recommend that the family stay for a brief period to help the child get settled, or they may recommend that the family say a quick good-bye and make a hasty departure. It is key for both teaching staff and families to understand that the transition from home to school is different for every child and every family. Close collaboration between families and teaching staff is often the key to a successful transition.

We know initial separation can be hard for families, as well as for children. Young children are very perceptive, and if they sense that their family is struggling with the separation, this can add to the child's own struggles. We therefore encourage our families to convey a clear message of confidence to their children – that you know your children will be safe and comfortable, that you are excited for your children, and that they can do this. We are always here to support you as well as your children.

While it may be tempting for families to sneak away when a child is momentarily engaged, doing so is a violation of trust for the child. KRLC advises families to always be honest with their children, telling them when the adults are leaving, and reassuring them that someone will be back at the end of the day. Being on time to pick up children at the end of the day supports that trust.

### **No Phones During Arrival & Departure**

Adults are asked not to utilize their cell phones, or other personal electronics, when dropping off or picking up a child. Your child deserves your full attention during these important transitions.

### **Late Arrival**

In order to maintain the best flow to our days, all children must arrive by 9:00am at the latest. This not only limits disruption, and ensures that children will gain the full benefit of our educational program, it also provides the children with a consistent routine which will prepare them for kindergarten and beyond.

In the event that your child will be late due to special circumstances such as a doctor's appointment, families are asked to notify the teacher in advance. Children who arrive after 9:00am will not be admitted without a doctor's note or similar documentation.

### **Authorized Pick-Up List**

On our enrollment form, there is a place for you to list the names of individuals who are authorized to pick-up your child. These are the only people to whom we will release your child. This will be verified at time of pick-up. If you need to make a change to this list, please do so in writing prior to having the new person arrive at the school. This can be submitted via Brightwheel, email or a physical document. In an emergency, you can call to notify us.

Any individual picking up a child from KRLC must bring photo identification and be prepared to show it if asked. Employees will request photo identification from anyone they do not recognize and will record the individual's driver's license number or alternate id number before releasing the child.

Authorized adults must be at least 18 years of age.

### **Late Pick-Up Fee**

Families are required to pick their children up by their designated departure time. Late Pick-up Fees for any child picked up after the designated departure time will be assessed as stated on the Tuition & Fees schedule on our website and are due upon the adult's arrival.

Children will not be allowed to return to KRLC until all Late Pick-up Fees are paid in full.

We will contact the family of any child who has not been picked up within 10 minutes of his or her scheduled pick-up time. If we cannot reach the family, we will contact alternate designated emergency contacts listed on the child's registration form. Upon arrival, the authorized pick-up person will be asked to sign a verification statement, noting the date and time of the late pick-up.

At no time will a child be left alone at KRLC. A member of our staff will remain on site until every child has been picked up.

### **Non-Release Without a Child Safety Seat**

KRLC cares deeply about the safety of your children and your family. If an approved adult arrives to pick-up a child by vehicle without a proper child safety seat, we will contact the child's parent, guardian or alternate authorized pick-up adult to attempt to locate a car seat prior to releasing the child.

KRLC will also issue a one-time warning, reminding the family that we reserve the right to cancel enrollment for any family who does not provide a safe pick-up arrangement for

their child. In the event that this happens a second time, KRLC may choose to dis-enroll the child from our school.

### **Custody Documents**

If there are any orders from the court (no-contact, protections, custody, etc.) regarding who can and cannot have contact with your child, it is imperative that you provide us with a copy of the order. Without legal documentation, KRLC cannot prevent someone who has legal proof that he or she is, or is known as, the biological parent or legal guardian from picking up his or her child.

Sharing information regarding custody or domestic violence situations with the office and/or your child's teacher is strongly encouraged. Sharing this type of information allows the staff to be aware of additional security measure that may need to be taken.

KRLC is not responsible for honoring any one parent's requests regarding their child in the issues dealing with the child's other parent. KRLC will follow any and all signed and relevant court orders concerning custody arrangements.

All information will be kept confidential and only shared with staff members on a need-to-know basis as stated in our Confidentiality Policy.

## **Personal Belongings**

### **Cubbies**

KRLC will provide each child with a cubby for his or her personal belongings. Each cubby will be labeled with the child's photograph and name so that the child can easily identify his or her own cubby.

### **Clothing**

Children should wear clothes that are seasonally appropriate, comfortable and can get dirty. For children who utilize the bathroom, clothes that they can manage independently are best. Shoes and boots should be appropriate for active play including running and climbing, and should keep the children's feet warm and dry for outdoor play. We do not allow cowboy boots, open-toed or backless shoes at KRLC.

Families should always pack a complete extra set of seasonally appropriate clothing, underwear and shoes for their child to have available at KRLC. For children who are toilet training, please pack several complete outfits so your child can be comfortable even after having an accident (remember – accidents happen and are part of the process!). If we send home wet or dirty clothes, please be sure to send back a replacement set of clean clothes the next morning.

### **LABEL! LABEL! LABEL!**

LABEL! LABEL! LABEL! Please label all items that belong to your child with your child's first and last name.

KRLC maintains a lost and found. After a period of time, all unclaimed items are set aside for use in emergencies or are donated to a local charity.



## **Comfort Toys / Personal Items**

Some children benefit from the support of a special blanket or toy, and we welcome these items into our classrooms. Please be sure to label all personal items with your child's name. Beyond one special security toy which helps your child be successful, we ask that you not send additional personal items from home (toys, books, etc.) as it can be hard to keep track of multiple items and they can be easily lost or broken. KRLC is not responsible in the event that any personal items brought from home are lost or broken.

## **Prohibited Items**

Weapon related toys such as toy guns, knives, etc., and personal electronics are not permitted at KRLC. We also prohibit jewelry, except for small stud earrings for children with pierced ears, and belts.

Children are prohibited from wearing anything around their necks, or clipped to their shirts, while they are sleeping. This includes pacifier clips.

Please, never send items of great personal or financial value.

## **Photography / Social Media**

KRLC teaching staff routinely take photographs and videos of enrolled students as a part of our curriculum. These images are used in internal KRLC communications, such as class communications and center wide newsletters, and may be shared via Brightwheel and displayed in classrooms and the hallways. KRLC also routinely utilizes children's images for marketing purposes, including but not limited to, in printed materials, on our website or on our social media accounts. Unless they specifically opt-out, by accepting admission to KRLC, families automatically provide permission for KRLC to utilize photos of their child in the above-mentioned fashion. KRLC will never include a child's name in any marketing materials.

We encourage all families to follow us on social media, and to like and share our posts to help spread the word about our wonderful center!

## **Health & Safety**

### **Meals**

KRLC provides both a morning and afternoon snack to each child. We also supplement meals with fresh cut fruit and vegetables once a week.

Families are required to send nutritious lunches for their children each day. KRLC is not responsible for the nutritional value of meals sent by families or for meeting the child's daily food needs. Families can find information about nutrition and healthy eating on the [USDA website](#).

## **Support for Breastfeeding Mothers**

Breastfeeding is a natural way to feed a baby, and provides many health benefits to both infant and mother when it is a viable option for both. The decision and ability to breastfeed is a very personal one, and at KRLC we respect and support families who chose



to feed their infants with formula as well as families who choose to breastfeed their infants.

While breastfeeding is welcome throughout our facility, we do provide space in the teacher's lounge for breastfeeding mothers, both enrolled parents and employees, to express milk or breastfeed their babies.

### **Food Safety**

KRLC follows appropriate food safety, handling and storage guidelines as outlined by the USDA and local Health Department. KRLC will not serve foods that are identified as choking hazards to children under the age of 4. This includes but is not limited to nuts, whole hot dogs or sausages, hot dogs sliced into rounds, raw carrots, raw peas, marshmallows, spoonfuls of nut butter, popcorn, chips, hard pretzels, whole grapes, cherry tomatoes, cherries, seeds, ice cubes, hard candy, cheese cubes/sticks, dried fruit, gummy fruit snacks, chunks of meat larger than what can be swallowed whole and any food that is of similar shape and size of the trachea/windpipe. Food for toddlers must be cut into pieces ½ inch or smaller to prevent choking. This applies to all food, even food provided by families.

Additional information about food safety can be found at the [Texas Department of Family & Protective Services website](#) and at the [USDA's My Plate website](#).

In the event that a child is enrolled who has a severe food allergy, KRLC will notify families and ask them not to send the identified allergen into the building. KRLC will not share the name of the child who has the allergy.

### **Birthday Celebrations**

We welcome families to join us in the classroom to celebrate your child's birthday. Families are welcome to bring a story and a special treat to share. Any food that is brought into KRLC to be shared among children must be commercially-prepared and in its original, unopened packaging.

Families are asked to schedule birthday visits in advance with your child's teacher, and to be sure to be mindful of any allergies in your child's class.

## **Nutrition**

According to the American Academy of Pediatrics, "Nutrition is important to normal growth processes, and thus you should make an effort to ensure that your child consumes a well-balanced diet."<sup>1</sup> At KRLC, we therefore take steps to support children and families in the effort to support planning for the nutritional and health needs of our enrolled children.

- We provide fresh fruits and vegetables as part of our classroom snacks.
- We ensure that all children receive daily opportunities for age-appropriate movement and exercise.
- We limit screen time in accordance with our [Screen Time Policy](#).

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<sup>1</sup> [Nutrition. HealthyChildren.org, American Academy of Pediatrics.](#)

- We provide children the opportunity to plant and care for a vegetable garden so that children can learn about healthy foods through hands on, inquiry-based experiences.
- We incorporate information about healthy eating into our regular meal time conversations with the children.
- We demonstrate good hand-washing procedures at a developmentally appropriate level to all children in our center.
- All families receive our Community Resources & Child Development Information Sheet upon enrollment. This includes links to resources to help families learn how to support their child's nutrition.

## **Supervision of Children**

Children must be supervised **at all times** and in all areas while they are at KRLC, from the time they are dropped off until they are picked up by an authorized adult. Staff and volunteers must be able to see and hear the children at all times.

Staff members must coordinate to ensure that they remain within the legal ratios for their class at all times while children are awake, as specified by state licensing requirements:

Ages of Children	Maximum # of Children one Caregiver may Supervise	Maximum Group Size, with two Caregivers
18-23 months	9	18
2 years	11	22
3 years	15	30
4 years	18	35
5 years	22	35
6 years	26	35

Ratios change when children are napping and for water play.

Staff members must be aware of where their colleagues and children are, and must strategically space themselves amongst the children, both while inside and when outside, so that they can, as a team, both safely supervise all children and productively interact with them.

KRLC requires at least 2 adults to be present on site at all times when children are present.

It is the responsibility of all teachers to not only supervise the children to ensure their safety, but also to be active participants in the play, wonder and discovery that occur throughout the day, including on the playground. Staff should help children figure out how to utilize playground equipment, rather than placing children on or removing children from the equipment, and should closely monitor them while on any climbing equipment.

Children are under the legal custody of the family until they are signed in at drop off and as soon as they are signed out at pick-up. Families are required to supervise children in their custody at all times while on KRLC property.

## **Nap / Quiet Time**

All children are given 2 hours and 15 minutes for nap/rest time each day. Children who do not sleep will need to rest on their cot for at least one hour, after which they will be allowed to participate in an alternative, quiet activity until nap/quiet time is over.

Families are required to provide a waterproof mat for their child to sleep on. We have mats available for purchase and families may contact the office to buy one for their child. Each mat will be labeled with the child's name.

Families must also donate a bath towel to the center upon each child's enrollment. Towels will be shared amongst the children, but will be laundered in between use by different children.

KRLC will sanitize all cots and cribs regularly and will launder all towels at least once a week.

## **Child Illness / Wellness**

### **Communicable Diseases**

Families may not send a child to KRLC, and must notify the school at once, if the child has a communicable disease.

Children and adults who contract a contagious illness cannot return to school until the contagious period has ended. In some cases, a note from the doctor will be required before the child or adult can return. As defined by the Texas Department of State Health Services, communicable diseases include but are not limited to:

- amebiasis--exclude until treatment is initiated
- campylobacteriosis--exclude until after diarrhea free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications
- chickenpox--exclude until the lesions become dry or if lesions are not vesicular, until 24 hours have passed with no new lesions occurring
- common cold--exclude until fever free for 24 hours without the use of fever suppressing medications
- conjunctivitis, bacterial and/or viral--exclude until permission and/or permit is issued by a physician or local health authority or until symptom free
- coronavirus disease 2019--exclude and readmit based upon guidance from the Department of State Health Services on its website at <https://dshs.texas.gov/covid19readmission>
- fever--exclude until fever free for 24 hours without use of fever suppressing medications
- fifth disease (erythema infectiosum) --exclude until fever free for 24 hours without the use of fever suppressing medications
- gastroenteritis--exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications
- giardiasis--exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications

- hepatitis A--exclude until one week after onset of illness
- infections (wounds, skin, and soft tissue) --exclude until drainage from wounds or skin and soft tissue infections is contained and maintained in a clean dry bandage; restrict from situations that could result in the infected area becoming exposed, wet, soiled, or otherwise compromised
- infectious mononucleosis--exclude until physician decides or fever free for 24 hours without the use of fever suppressing medications
- influenza--exclude until fever free for 24 hours without the use of fever suppressing medications
- measles (rubeola)--exclude until four days after rash onset or in the case of an outbreak, exclude unimmunized child for at least 21 days after the last date the unimmunized child was exposed
- meningitis, bacterial--exclude until 24 hours after start of effective treatment and approval by health care provider
- meningitis, viral--exclude until fever free for 24 hours without the use of fever suppressing medications
- meningococcal infections (invasive disease) --exclude until 24 hours after start of effective treatment and approval by health care provider
- mumps--exclude until five days after the onset of swelling
- pertussis (whooping cough) --exclude until completion of five days of appropriate antibiotic therapy, or until 21 days have passed since cough onset, whichever is earlier
- ringworm--none, if infected area can be completely covered by clothing or a bandage, otherwise exclude until treatment has begun
- rubella (German measles) --exclude until seven days after rash onset or in the case of an outbreak, unimmunized children should be excluded until at least three weeks after the onset of the last rash
- salmonellosis--exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications
- scabies--exclude until treatment has begun
- shigellosis--exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications
- streptococcal sore throat and scarlet fever--exclude until 24 hours from time antibiotic treatment was begun and fever free for 24 hours without the use of fever suppressing medications
- tuberculosis disease (suspected or confirmed), pulmonary or laryngeal--exclude until antibiotic treatment has begun and a physician's certificate or health permit obtained
- typhoid fever-exclude until diarrhea free for 24 hours without the use of diarrhea suppressing medications and fever free for 24 hours without the use of fever suppressing medications; and 3 consecutive stool specimens have tested negative for *Salmonella* Typhi

KRLC will notify the families of children who may have been exposed to a communicable disease, without identifying the individual who is ill.

In addition to these named illnesses, children must stay home if:

- They are unable to participate in indoor and/or outdoor activities due to illness
- Their illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children in care
- They have any of the following symptoms:
  - Oral temperature of 101°F or higher
  - Ear or armpit temperature of 100°F or higher
  - Symptoms of possible severe illness, such as unusual tiredness, abnormal breathing, uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, etc.
  - Diarrhea. Child may return 24 hours after the symptoms end
  - Vomiting. Child may return 24 hours after the symptoms end
  - Ongoing stomach pain
  - Mouth sores with drooling
  - Rash with fever or behavior change
  - Behavior changes

If a family suspects a child might be coming down with a communicable disease, the child should be taken to the doctor before returning to school.

All KRLC staff are responsible for monitoring children for signs and symptoms of illness during the school day. If a staff member believes a child might be coming down with a communicable disease, or might be suffering from a non-communicable disease which is interfering with the child's ability to have a successful day, the child shall be removed from the classroom and will be kept isolated from the other children in a comfortable setting with a familiar adult while awaiting pick-up. The center will contact the family, who must come pick up their child as soon as possible, and within 1 hour of being notified by the office. In the event that a family will not be able to pick up a sick child within a reasonable amount of time, families are asked to arrange for a backup authorized pick-up person to come instead. If needed, KRLC will contact the emergency contacts listed on the child's registration forms. It is always our goal to keep all of the children safe, healthy and comfortable.

KRLC employees do not diagnose, they only report information to the families. For example, employees do not tell families their child has "a fever," we report to families the degree of the child's temperature.

In the event that there is a question as to whether a sick child may attend KRLC, the Director or Owner has the sole authority to make the final decision.

### **Daily Health Screening**

In order to help prevent the spread of illness, teaching staff will conduct a brief daily health check of each child upon arrival, looking for the above-mentioned symptoms as well as any visible signs of abuse.

In the event that any signs of illness are observed, the family will be contacted to come pick-up their child, as stated in our Communicable Diseases Policy. In the event that any signs of injury are observed, the teacher will send a message to the child's family, through our Brightwheel app, noting the observation and asking how the injury was obtained. In the event that there are any signs of potential abuse, KRLC staff will report their suspicious as detailed in our [Child Abuse Reporting Policy](#).

### **Administration of Medication**

Whenever possible, treatment schedules that allow medicine to be given by families outside of school hours are requested and encouraged. Family members and caregivers are welcome to come in to administer medication if needed during school hours. KRLC will administer prescription medication in the event that timing requires that it be administered during school hours.

When medication is to be administered, the following requirements apply:

- Families must complete our Medication Administration Form for each medication. This authorization expires one year from the original signature date.
- Families must provide a daily written statement indicating when the last dose of medication was administered prior to the child's arrival at KRLC, if applicable
- All prescription medications must be:
  - In its original container and labeled with directions on how to give or use the medication. The medication must remain in the container in which it was received.
  - Current and not expired
  - In child-resistant containers
- Medication will be administered to only the child whose name appears on the container.
- Prior to administering any dose of medication, KRLC staff will first verify that they are administering:
  - The right dose of
  - The right medication at
  - The right time
  - To the right child
  - Using the right route of administration
- KRLC will maintain a Medication Administration Record to document whenever prescription medication is administered. The log will include the following information:
  - The name of the medication
  - The name of the child receiving the medication
  - The amount of medication administered
  - The date of administration
  - The time of administration
  - The full name of the staff member who administered the medication
  - Special notes related to any problems related to the administration

- Symptoms that indicated the need for medication (in the case of emergency medication administration)
- All medication administration records will be kept on file at KRLC for at least 3 months

After administering medication, KRLC staff will monitor the child and will notify families should we observe any signs of symptoms of adverse reactions to the medications.

In the event that a medication error occurs, KRLC will contact the family and the regional Poison Control Center immediately. The incident will be documented in the child's record.

KRLC will not administer the initial dose of any medication except an EpiPen®.

Unless otherwise directed by the child's physician, all children with EpiPens® must provide the school with **two** current EpiPens® to store on site at all times.

All unused or expired medication will be disposed of.

KRLC requests that any children who take life-supporting medication (ex: insulin) keep a 3-day supply in the school office. In the unlikely event that we had to stay in the school with the children for multiple days, we want to make sure we have the supplies to keep everyone as healthy as possible.

### **Sunscreen, Diaper Cream & Other Over-the-Counter Medications**

Families may choose to send in over-the-counter medications, which includes sunscreen and diaper cream. If a family sends these items in, permission to apply is implicit and the family does not need to provide a completed Medication Authorization form. KRLC employees will apply these medications only to the child whose family sent them in. All over-the-counter medications must be brought to KRLC in their original containers.

### **Allergies**

Families of children with diagnosed allergies are required to provide KRLC with a written care plan prepared by the family or a licensed health care practitioner, which shall include:

- Instructions regarding the allergen to which the child is allergic and steps that need to be taken to avoid those allergens
- A detailed treatment plan to be implemented in the event of an allergic reaction, including the names, doses and methods of administration of any medications that the child should receive in the event of a reaction. The plan should include specific symptoms that would indicate the need to administer one or more medications.
- This plan must be updated as changes occur or at least every 6 months.
- A list of appropriate food substitutions in the case of food allergies

### **Posting of Medical Conditions / Allergies**

In compliance with Texas licensing requirements, KRLC posts information about allergies and specific medical conditions which may require treatment during the school day – including specifying the allergy/medical condition, listing symptoms and describing



appropriate treatment/response plan. This information is posted in the classrooms and in food preparation areas so that any adults in the classroom or immediate vicinity of your child can see it and utilize it if needed. We keep these lists covered, but easily accessible to staff, at all times.

## **Hand Washing**

Hand washing is the best defense against disease. Teaching staff teach children to wash their hands by modeling when and how to do so.

Children and staff must wash their hands at the following times:

- Upon arrival at KRLC
- Before and after:
  - Eating, handling food or feeding a child
  - giving medications
  - caring for a child or adult who may be sick
  - engaging in water play or other sensory materials with other children
  - using shared play dough, sand or clay
- After:
  - using the toilet or assisting a child with toileting
  - dealing with bodily fluids
  - handling animals, their food or equipment
  - playing in a sandbox
  - playing with water used by more than one person
  - outdoor play
  - entering the building
  - sneezing or coughing into their hands
  - using a tissue or assisting a child with wiping his or her nose
  - handling trash
  - handling raw food
  - eating, drinking or smoking
  - using cleaners or toxic chemicals
  - removing gloves

and at other appropriate times.

At KRLC we adhere to the following procedure for handwashing:

- 1- Turn on the water
- 2- Wet your hands and get soap
- 3- Rub your hands together to make lather
- 4- Wash your palms
- 5- Wash the backs of your hands
- 6- Wash your wrists
- 7- Wash between your fingers
- 8- Wash under your nails
- 9- Continue rubbing your hands for at least 20 seconds (long enough to sing the ABC's twice)



- 10- Rinse your hands well
- 11- Dry your hands
- 12- Turn the water off using a paper towel

## **Hand Sanitizer**

Teachers may use hand sanitizer when soap and water are not available, but it may not take the place of hand washing. Hand sanitizer may only be used on children who are 24 months and older, with adult supervision. Hand sanitizer must be stored out of the reach of children.

## **Diapering**

All activities during the day provide opportunities for meaningful communication between adults and children. This includes changing diapers. While changing a child's diaper, teachers should interact with the child in a positive manner. Teachers may discuss the diapering process, but should be mindful to never make statements which might embarrass the child.

All diapers must be changed in the bathroom using the following procedure:

1. Get clean diaper, enough wipes for child's bottom, child's hands, and teacher's hands, change of clothing, diaper cream, bag for soiled clothing and diapers
2. Cover the changing table with a new, clean table liner
3. Remove clothing and soiled diaper. Soiled clothes are to be treated as bio-hazardous material and must be wrapped in plastic bags to be sent home for families to launder
4. Clean the child thoroughly with wipes
5. Place diaper in a plastic bag and place it in a hands-free trash can
6. Clean child's hands with a clean wipe
7. Put clean diaper and clothes on
8. Child and adult wash their hands in accordance with our [Hand Washing Policy](#)
9. Allow child to return to play
10. In the event that any bodily fluids penetrated the table liner, wash the diapering surface with soap/water solution and dry with a paper towel
11. Spray surface with a sanitizing solution of bleach and water and allow to air dry if possible. You can dry after 2 minutes with a clean paper towel.
12. Wash your hands again in accordance with our Hand Washing Policy

Teachers must change a child's diaper as soon as possible upon determining that the diaper has been soiled. In addition to having a general awareness throughout the day, teachers will check all children in diapers at least every two hours to determine if a new diaper is needed.

On the first school day of the calendar month, each family whose child is not toilet trained must provide a full sleeve of disposable diapers or Pull Ups and at least 200 wipes. Teachers will notify families via Brightwheel if we are running low on diapering supplies. Families are asked to replenish their child's supply promptly.

## **Toilet Training**

Toilet training is a very individualized experience for each child and each family. KRLC will collaborate with families to support their children through this process and set them up for success! This is one area in which the children have much more control than their adults. If a child is not ready, it is not the right time to toilet train, even if the family is ready. KRLC respects the individual needs of our students and will never force a child who is unwilling to use the toilet to do so.

Here are a few signs to look for that may indicate that a child is ready to begin toilet training:

- Staying dry for long periods of time
- Wake from nap dry
- Able to communicate the need to use the toilet
- Not afraid to sit on toilet
- Urinating or pooping on own when placed on toilet
- Verbalizing that he or she has soiled his or her diaper

While a child is toilet training, please dress him or her in “user-friendly” clothing to facilitate the child’s independence and ability to get undressed in a hurry. Families should send additional underwear, bottoms, socks and shoes just in case. Accidents happen, and it’s ok.

## **Emergency Preparedness and Procedures**

KRLC has a full Emergency and Evacuation Plan which is available for families to review upon request.

Each classroom has emergency exit posters showing a primary and a secondary emergency route. It is important that families follow the directions given by KRLC staff should you find yourselves on site during an emergency drill or an actual emergency. Please make sure to calmly evacuate the building or to shelter in place with staff and children. You may re-enter the building or leave the classroom when the all clear is given.

### **Emergency Drills**

KRLC employees practice fire drills, severe weather shelter in place drills and lock down / intruder drills throughout the year with the children. These drills are explained to the children in a developmentally appropriate way and are never described by staff as scary. Rather, we tell children that we practice different ways of staying safe in an emergency – sometimes we leave the building to stay safe, and sometimes we stay inside the building to stay safe - so that if there were an emergency, and we do not think there will be, we would be safe.

During an emergency drill, families may not sign children into or out of the center, but must wait until the drill is complete, the children and teachers have reentered the building (if applicable) and are all fully accounted for.

## **Notification of Families in the Event of a School-Wide Emergency**

In the event of an emergency, KRLC will first take all possible steps to ensure the safety of the children and the adults in the school, including evacuating to a pre-determined location if necessary. Once KRLC leadership determines that all possible steps have been taken to protect members of the community in attendance that day, families will be notified via Brightwheel, text, email, social media and/or phone calls depending upon the availability of communication devices.

## **Accidents or Injuries**

For all injuries or incidents, employees will complete an Accident and Incident Report, to be provided to families at pick-up, that details what happened and how KRLC staff responded. KRLC will also notify families verbally about any injuries sustained above the neck.

If your child receives a minor cut or abrasion while at KRLC, his or her teacher will wash the area with soap and water and apply a Band-Aid. Any further treatment of the wound must be done at home. If your child's teacher feels that the wound requires medical attention, we will notify the family. We leave it to the family's discretion as to whether a child should see the physician.

In the event that one child injures another, the families of both children will be notified of the incident. At no time will a KRLC employee inform a family of the other child's identity, as doing so would be a violation of that child's confidentiality rights.

## **Medical Emergencies**

In the event that a child experiences a medical emergency, either illness or injury, which we believe requires emergency medical treatment, we will first contact 911, and then we will contact the child's family or designated emergency contact. If we are unable to reach the family or designated emergency contacts, we will call the child's physician and/or arrange for immediate emergency treatment. In the event that medical transport arrives before the family, and KRLC is advised that the child must be transported for emergency treatment, a staff member familiar with the child will accompany the child and remain with him or her until an authorized family member arrives to assume responsibility for the child. By enrolling a child in KRLC, families authorize the school to obtain medical care for their child in the event of a medical emergency, including transportation for medical care and any medical care determined appropriate by medical personnel.

On our enrollment form we ask for a family's insurance carrier and the policy number. It is important families report any information changes immediately. Families are responsible for payment of all expenses related to medical services rendered.

## **Inclement Weather / Unanticipated Closings**

In the event that inclement weather makes it unsafe for us to open for the day, or indicates that a delayed opening would be safer, we will send an alert to all families through Brightwheel and will announce the closure or delay on KTBX Channel 3 News. Always use your best judgement when inclement weather hits; if you do not feel as though it is safe for your child to attend school because of the road conditions in your area, please keep your child home and safe.

The Director may choose to close the center mid-day in the event of hazardous weather or a loss of power, heat or water. Families will be notified through Brightwheel if the center closes unexpectedly during regular school hours. Families are asked to come as soon as possible to pick up their children.

As stated in our Tuition & Fees Policy, KRLC does not offer refunds or add additional days to make up for closures that are out of our control.

### **Limited Entry**

Only authorized individuals with a need to be in the building will be granted entry. The front door will remain locked at all times. Everyone requesting entry to our building must ring the front buzzer. If we recognize you, we will buzz you in. If we do not, we will come to the door and request photo identification. We will refuse entry to anyone who does not have a documented reason to be in our building. KRLC community members may not hold the door open for anyone you do not recognize as a fellow family member or staff member of the preschool.

### **Parking Lot Safety**

Our parking lot can be busy during pick up and drop off. With many young children making their way into our building, we ask that all families drive slowly and put their full attention on the road to avoid any unfortunate accidents.

Families are required to park their cars and turn off their car engines before removing their children from their car seats.

We require all children to hold hands with an adult in our parking lot. Families are prohibited from leaving siblings or other children in the car and from utilizing cell phones while dropping off or picking up a child at KRLC.

### **Application of Pesticides**

KRLC periodically applies pesticides. We will post a notice in Brightwheel prior to treatments. The director will be happy to answer any questions.

### **Child Abuse Reporting**

All employees of KRLC are Mandated Reporters, meaning that they are required to report any and all suspicions of child abuse or neglect immediately to the Texas Department of Family and Protective Services. KRLC will not delay the reporting of suspected abuse or neglect to conduct an internal investigation to verify the abuse or neglect allegations.

KRLC provides all employees with annual training about preventing and responding to abuse and neglect of children. Employees do not need permission from the Director or anyone else to make a report if the employee feels it is warranted.

The Abuse Hotline is 1.800.252.5400.

### **Resources**

The [Texas Keep Children Safe Notice](#) provides additional information about reporting child abuse and neglect, protecting infants from Shaken Baby Syndrome, Sudden Infant Death Syndrome, unsafe products and strategies for keeping children healthy.

The [Mayo Clinic](#) provides detailed information about child abuse, including definitions of different types of abuse, signs and symptoms of abuse, factors that may increase the risk of child abuse occurring and strategies for prevention.

## **Smoking, Drugs, Alcohol & Weapons Prohibition**

To protect the health and safety of all employees, families and students,

- smoking and vaping
- narcotics, alcohol and other impairing drugs/paraphernalia
- firearms, knives and other weapons

are all strictly prohibited within the confines of KRLC, including the playground, the parking lot, and personal automobiles in our parking lots.

## **Gang Free Zone**

KRLC is a gang free zone. No gang activity is permitted within 1,000 feet of our center and criminal offenses related to organized criminal activity within this radius are subject to a harsher penalty.

## **Regulations** **No Discrimination**

KRLC does not discriminate on the basis of race, color, creed, sex, religion, national or ethnic origin, gender or sexual identity, handicap, ancestry or whether a child is being breastfed.

## **Inclusion & ADA Compliance**

We believe that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs.

All children who have documented special physical, developmental or behavioral needs must have an individualized plan for specialized care from a professionally qualified source.

KRLC complies at all times with the requirements of the Americans with Disabilities Act (ADA). This means that we will not discriminate against persons with disabilities on the basis of disability, and will provide children and families with disabilities with an equal opportunity to participate in our program and services.

Specifically:

- We will not exclude children with disabilities from our program unless their presence would pose a *direct threat* to the health or safety of others or require a *fundamental alteration* of the program.

- We will make *reasonable modifications* to our policies and practices to integrate children and families with disabilities into our program unless doing so would constitute a *fundamental alteration*.
- We will provide appropriate auxiliary aids and services needed for *effective communication* with children or adults with disabilities, when doing so would not constitute an *undue burden*.
- We will generally make our facilities accessible to persons with disabilities. Our building is *fully accessible* in compliance with ADA standards.

## **Activity Permission, Assumption of Risk and Release**

By enrolling a child in KRLC, families actively give permission for that child to attend and participate in all aspects of KRLC activities, including staff supervised walks in the neighborhoods surrounding KRLC. This includes, but is not limited to, utilizing the playground equipment and both indoor and outdoor materials.

Families release KRLC, its staff, owner and agents from all claims, liability and damages that the family or the child may have for personal injuries or property damage resulting from the child's participation in KRLC. This release includes personal injury or property damages caused by negligence, active or passive, of KRLC, its staff, owner and agents; however, the release does not apply to liability for gross negligence, willful injury or fraud, and is not intended to release KRLC insurers, if any, or non-agent third parties of any responsibility for any claims that may otherwise be asserted.

## **Liability Insurance**

In accordance with Texas Child Care Licensing requirements, KRLC carries liability insurance to cover injuries due to negligence.

## **Licensing Standards for Child Care Centers**

As a licensed child care center, KRLC complies with all licensing regulations for child care centers as detailed by the Texas Health and Human Services Commission. A copy of these regulations can be found [HERE](#). Families can find additional information at the [Texas Health and Human Services website](#).

A copy of our current license is posted in the KRLC office at all times. All licensing inspection reports are available at all times in our main office for families to review.

Families can contact our local Child Care Regulation office Monday-Friday during regular business hours with any questions, comments or complaints:

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Bryan, TX 77803  
512-834-3426