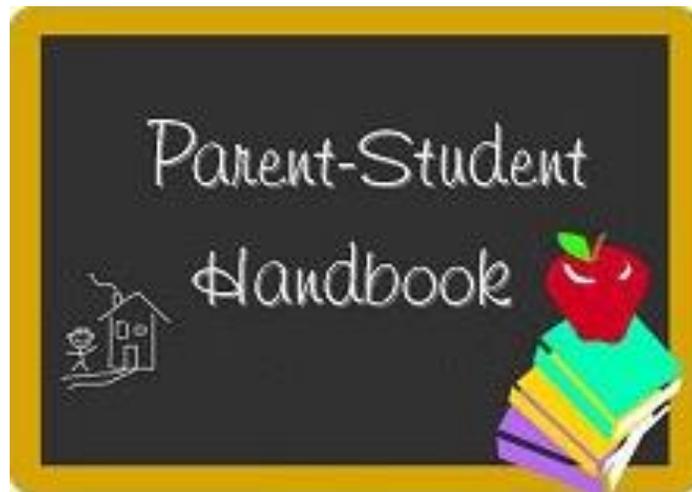


# *Kids Plus Academy*

*Where learning is fun!*



4506 Laura Koppe Rd  
Houston, Texas 77016  
(713) 633-7587

Parent Handbook Revised July 2022

Kids Plus Academy, a non-profit organization established to serve working families in the Greater Houston area.  
Policies are reviewed annually and updated if necessary.

**Established 2002**

## TO OUR PARENTS

We are delighted that you have chosen **KIDS PLUS ACADEMY**, a Christian childcare center, to share with you in providing opportunities for your child to grow and develop physically, emotionally, and socially. Our goal is to provide your child with the best in education and nurturing care. We have designed this handbook to acquaint you with our policies and procedures. Policy changes are important and will be given individually on the parent communication board and updated in our policy and procedures handbook. You may also find our most recent inspection form issued by Texas Childcare Licensing on our parent communication board.

You should refer to this handbook as needed. If there are questions or concerns that are not answered in this booklet or about our policies and procedures, you should contact the Academy director.



### LOCATION/ PHONE

**Address:** KIDS PLUS ACADEMY  
4506 Laura Koppe Rd  
Houston, Texas 77016

**Phone Number:** (713) 633-7587

Hours of Operation: 6:00 AM - 6:00 PM, Monday through Friday  
Our center is open year-round except for the published holidays.

Academy Director: Ms. Patsy Harris  
Assistant Director: Mrs. Cynthia Howard  
President, Board of Directors: Rev. Steven Barlow

## TABLE OF CONTENTS

|   |  |  |
|---|--|--|
| <p><b>General Information</b> 5</p> <p style="padding-left: 20px;">Organization 5</p> <p style="padding-left: 20px;">Age Categories 5</p> <p style="padding-left: 20px;">Non-discrimination Policy 5</p> <p style="padding-left: 20px;">Parent Participation 5</p> <p style="padding-left: 20px;">Staffing 6</p> <p><b>Programs</b> 6</p> <p style="padding-left: 20px;">Toddlers 6</p> <p style="padding-left: 20px;">Preschoolers 6</p> <p style="padding-left: 20px;">School Age Children 6</p> <p style="padding-left: 20px;">Accommodating Families &amp; Children 7</p> <p><b>Enrollment and Charges</b> 7</p> <p style="padding-left: 20px;">Enrollment Forms 8</p> <p style="padding-left: 20px;">Registration Fee 8</p> <p style="padding-left: 20px;">Tuition Policy 8</p> <p style="padding-left: 20px;">Absent Notification 8</p> <p style="padding-left: 20px;">Holidays and Vacations 9</p> <p style="padding-left: 20px;">Returned Checks 9</p> <p style="padding-left: 20px;">Late Pick-Up Charge 9</p> <p style="padding-left: 20px;">Clothing/Personal Belongings 9</p> <p><b>Illness and Medication</b> 10</p> <p style="padding-left: 20px;">Illness 10</p> <p style="padding-left: 20px;">Medication 10</p> <p style="padding-left: 20px;">Vision &amp; Hearing Screening 11</p> |  | <p><b>Arrival and Departure</b> 11</p> <p style="padding-left: 20px;">Sign In and Out 11</p> <p style="padding-left: 20px;">Auth. to Pick up Child 11</p> <p style="padding-left: 20px;">Dismissal Time 12</p> <p><b>Discipline and Guidance</b> 12</p> <p><b>Suspension &amp; Expulsion Policy</b> 12</p> <p><b>Emerg. Procedure &amp; Parent Notification</b> 13</p> <p style="padding-left: 20px;">Injuries 13</p> <p style="padding-left: 20px;">Parent Contact Update 13</p> <p><b>Health and Nutrition</b> 14</p> <p><b>Toys/ Technology</b> 15</p> <p><b>Physical Activity</b> 15</p> <p><b>Naptime</b> 16</p> <p><b>Emergency Drills</b> 17</p> <p><b>Gang-Free Zone</b> 17</p> <p><b>Transportation</b> 17</p> <p><b>Field Trips and Water Activities</b> 17</p> <p><b>Parent Resources</b> 18</p> <p><b>Child Abuse &amp; Neglect</b> 18</p> <p><b>Vaccine Prev. Diseases (Employees)</b> 19</p> <p><b>Emergency Preparedness Plan</b> 19</p> <p><b>Parent Survey</b> 20</p> <p><b>Parent orientation checklist &amp; acknowledgement</b> 21</p> |
|---|--|--|

## **GENERAL INFORMATION**

### **Organization**

KIDS PLUS ACADEMY operates as a licensed day care facility under the Texas Health and Human Services Commission (HHSC). We follow the minimum standards as promulgated by this authority. Any recent inspection reports are available for public view on our bulletin board. We are also incorporated as a Texas Nonprofit Corporation under the Texas Nonprofit Corporation Act. This assures that all fees, tuitions, and donations will go into the administration of our program and will not inure to the benefit of any individual. We are a Christian-values based organization that was formed by Greater Love Church.

### **Age Categories**

We are currently licensed to care for children from ages 18 months to 13 years old. The HHSC has established minimum standards for grouping children by age categories to ensure that our children participate in age-appropriate activities.

### **Nondiscrimination Policy**

KIDS PLUS ACADEMY is an equal opportunity child-care provider. Applications for enrollment are considered without regard to race, religion, color, sex, national origin, disability, or any other basis prohibited by law.

### **Family Participation & Conferences**

Parents are invited and encouraged to help plan curriculum, suggest field trips, be resource persons, observe children, become members of the Parent Involvement Council, and to participate in any way that will add to the quality of our program. It is important for the child's development that good communication and cooperation exist between the home and the center. A background check may be required.

Weekly plans will be posted in the classroom and on the office bulletin board. Parents are encouraged to be aware of these plans and to discuss them with the teacher and the director.

If at any time you feel a parent conference is needed (for any reason), please contact our director by phone (713-633-7587) or by email ([kidsplusacademy@yahoo.com](mailto:kidsplusacademy@yahoo.com)). We offer up to two (2) scheduled conferences per year. They may be requested by the parents, teachers and/or the director. During these conferences, information is provided to use towards the progress and success of the child. Parents may receive a copy of their child's assessment results from their teacher.

## **Staffing**

KIDS PLUS ACADEMY staff is carefully selected for their educational background, nursery school training, teaching experience, and for their sensitivity to the individual needs of the young child.

## **PROGRAMS**

KIDS PLUS ACADEMY provides specific programs for toddlers, preschool-age children and school-age children. Each program consists of developmentally appropriate activities designed to meet the needs of children and their parents. To promote social interaction and prevent damage to personal items of value, we request that electronic tablets and other screened devices are left at home. The use of this type of technology goes against the philosophy of Kids Plus. All screen media is limited to 45 minutes of usage with children in our center. More information about our programs is described below.

## **Curriculum Goals**

Our goal is to provide the best possible care to you and your child. We strive to meet all curriculum goals outlined the Texas Pre-K guidelines and the Little Texans Big Future Infant and Toddler Guidelines. Our weekly lesson plan has developmentally age-appropriate activities that meet your children's learning skills and objectives each week. By following our mission statement and curriculum goals, we are confident that your child will be prepared for their formal education. We will perform formal child assessments on your child to see what learning skills that they will need support in. The formal child assessments that we use are created by CLI (Children's Learning Institute) called the Milestone Developmental Checklist that aligns with Texas Early Learning Guidelines. This formal child assessment will be conducted at least twice a year for Infant-Prek age group classrooms. Your child's teacher will share your child's assessment results during the parent-teacher conferences.

### **Toddlers (Ages 18 months - 2 years)**

Our toddlers are exposed to developmentally appropriate activities in a variety of areas which include fine and gross motor, language, thinking, music, self-help, dramatic play and exploration. We provide our parents with weekly activity sheets that show the activities and accomplishments of their child during the week. This allows parents to participate with us in developing the full potential of our children.

### **Preschoolers (Ages 3 years - 5 years)**

KIDS PLUS ACADEMY has developed a well-defined preschool program. This program consists of six different learning centers. The program provides a balance of child-directed and teacher-directed activities. A copy of our preschool program and related activities is attached.

### **School-Age Children**

We offer age-appropriate activities for children who attend our center before and after school. Great emphasis is placed on providing this group with a place where they can relax and have

fun after a long day at school. We also provide our children with a place where they can do their homework. During the summer, our school age children enjoy field trips, crafts, sports, theater and other group activities that are favorites of school-age children.

## **ACCOMMODATING FAMILIES AND CHILDREN**

Here at Kids Plus Academy we support inclusivity and cultural diversity, here is our policy and process in supporting families and children who may need additional accommodations, to include home language, differing abilities and cultural backgrounds. Parents have the right to be informed of all our center's procedural safeguards and rights of appeal in a language easily understood by the general public and in the parent's primary language. Please notify the Director if you or your child require accommodations and we will ensure that we do our part in making sure your needs are met. Below are some ways and resources that our program will support and partner with our families:

1. If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate sessions.
2. Participation in all comprehensive care meetings if needed
3. Complete supporting documentation from authorized medical professional for any accommodations related to child's physical or developmental needs.
4. Provide materials and resources in parent's/child's primary language. (Resources included below)
5. Provide opportunity for cultural inclusiveness by hosting cultural events throughout the year.

### **Accommodation Support Resource links**

- **Collaborative for Children- Parent Resources**  
<https://www.collabforchildren.org/families/resources-parents>
- **Children with Disabilities; Collaborative for Children (Workforce Solutions)**  
[https://www.collabforchildren.org/sites/default/files/downloads/Children%20with%20Disabilities%20flier\\_parents\\_H-GAC%20Approved%2010-2017.pdf](https://www.collabforchildren.org/sites/default/files/downloads/Children%20with%20Disabilities%20flier_parents_H-GAC%20Approved%2010-2017.pdf)
- **Texas Parent-to-Parent (Children Disabilities Resource)**  
<https://www.txp2p.org/Media/resource-lists/Houston-Vicinity-2018-en.pdf>
- **Parent Companion: First Five Years**  
(A guide for Texas parents and caregivers of children with diagnosed or suspected disabilities from birth through 5 years of age)  
<http://www.parentcompanion.org/>
- **Bilingual Parent Resources (Help for Parents. Hope for Kids)**  
<http://www.helpandhope.org/default.asp>  
Spanish <http://www.helpandhope.org/Spanish/default.asp>  
[http://www.helpandhope.org/Spanish/Consejos para Padres/parent-resource-library.asp](http://www.helpandhope.org/Spanish/Consejos_para_Padres/parent-resource-library.asp)

## **ENROLLMENT AND CHARGES**

### **Enrollment Forms**

To comply with state regulations, all enrollment papers should be completed and on file in the Academy BEFORE your child attends KIDS PLUS ACADEMY. These forms include an enrollment application, parent agreement, and medical authorization forms. Any changes to requirements will require notification to the parent and updates may be necessary. When needing to update your child's emergency contact information, please write down all changes and put in the parent box if no one is available up front to help you or enter them into the ProCare App.

### **Registration Fee**

A registration fee will be due upon enrollment. The registration fee covers insurance, administrative costs, and supplies. Registration fees are not refundable.

### **Immunization Policy**

Each child that submits an application for enrollment is required to show acceptable evidence (shot record or doctor's statement) of vaccination before starting their first day. Current requirements can be found online with the Texas Department of Health and Human services or through your child's physician.

### **Tuition Policy**

All tuition fees are due and payable on Monday, or on your child's first day. Fees paid after Monday will be assessed a late charge of \$10.00. If fees are unpaid one week after the due date, your child may not be admitted to KIDS PLUS ACADEMY until full payment is made. Unused tuition payments are fully refundable. Our current tuition fee schedule includes our rates for all services provided and is included in your welcome package.

If your child attends half of a regularly scheduled week, full tuition is due. If the child attends less than half of the scheduled week, the tuition will be reduced by half (Holidays excluded: refer to Holiday policy). Tuition will not be charged for non-attendance.

A receipt will be issued for each payment made to your child's account. If you pay with cash, always ask for this receipt at the time of payment.

### **Absent notification**

If your child will be absent for the day, parents are required to call the office at (713) 633-7587, via the ProCare App or email at [kidsplusacademy@yahoo.com](mailto:kidsplusacademy@yahoo.com). Due to staffing concerns and in order for Kids Plus Academy to maintain the staff to child ratio, children must be present at the center before 9:00 a.m. If your child will be coming in after that time, a phone call must be placed prior to 11:00 a.m., so that the office staff can maintain Teacher to child ratio.

## **Holiday and Vacations**

We will be closed on the following days:

|                |                  |                    |
|----------------|------------------|--------------------|
| New Year's Day | July 4th         | After Thanksgiving |
| Good Friday    | Labor Day        | Christmas Eve      |
| Memorial Day   | Thanksgiving Day | Christmas Day      |

Due to fixed costs, averaged over a calendar year, there is NO reduction in tuition for these holidays. When one of these falls on a Saturday, the holiday will be taken on Friday. If the holiday falls on Sunday, it will be taken on Monday.

Tuition charges for these holidays will be calculated as though the child were present. If it is the child's regularly scheduled day of attendance, your child may be absent from KIDS PLUS ACADEMY two weeks per year without charge. If the absence lasts for more than two weeks, you must pay half tuition to assure your child a continued place.

## **Returned Checks**

There will be a \$15.00 charge for all returned checks, in addition to any charges made by our bank. Cash or cashier's check may be required as payment for a returned check. Your account may be put on a cash-only basis after two returned checks.

## **Late Pick-Up Charge**

Parents who pick up their children after the regular closing time are charged a late fee of \$5.00 per each 15 minutes interval, or part thereof. Legal authorities will be contacted after all emergency contacts listed on the enrollment forms have been tried for children left at the Academy one hour after closing time.

## **Clothing and Personal Belongings**

At KIDS PLUS ACADEMY your children will have many opportunities to experience a variety of activities. Simple, appropriate day clothing that is washable will allow your child to participate comfortably in all activities from playground fun to messy art projects. Because children need regular outdoor physical activity, please be sure to provide your child with proper clothing (Sweater, Jackets, mittens, under-shorts, etc.). Shoes should also be appropriate for outdoor play.

Each child will also need one complete change of clothing (top & bottom). Please include underwear, pants, shirt and socks. Please label all clothing. Soiled clothing should be taken home and replaced with a fresh set the next day.

Please check in our Lost and Found if an item is missing. Found items will be cleaned out periodically and donated to a charitable organization.

We cannot replace lost or broken articles. If your child brings money or something valuable to

Kids Plus, it is important that the Teacher or Director be informed.

## **ILLNESS AND MEDICATION**

### **Illness**

Your child's health is a matter of major importance to all of us. Upon enrollment, you must file with us a health form signed by a physician. We also require that the child have certain standard immunizations and tuberculin clearance.

Your child may be sent home if he appears to have symptoms of illness during the day. A health check, involving temperature checks and visual assessment will be done. In such cases the child is immediately isolated from the others and a parent is contacted.

### **KEEP ALL CHILDREN HOME WHO HAVE THE FOLLOWING:**

1. A fever or has had one during the previous 24-hour period.
2. Has a cold less than four days old.
3. Has a constant cough, wheezing, nasal discharge, sneezing, vomiting, or diarrhea.
4. Have symptoms of a communicable disease. (These are usually reddened eyes, sore throat, headache and abdominal pain, plus a fever.) Please notify the center at once if the child does have a communicable disease.

### **CHILDREN MAY COME/RETURN TO SCHOOL:**

1. If the child's cold is over but is left with a minor drip.
2. If the child has been exposed to a communicable disease, the school must be notified so that the incubation period can be discussed, and it can be determined on what dates he should stay home.

Tuberculin tests are required of all staff and participants. We urgently recommend that all parents have such a test.

### **Medication**

If it is necessary for medication to be given to the child during the day, parents should fill out a Medication Permission Form. This form is a note from the parents for non-prescription drugs requesting that school personnel give the child the medication during school hours. If the drug is a non-prescription medicine, it must be in the original container.

In addition to the forms, the parents should sign the medication chart in the office. Parents must

log in medication daily so that we know exactly when to give the medication, the dosage, and when to stop giving the medication. Parents should take medication home at the end of the day.

If a child has special problem including allergies, recurring health problems, or other problems, it should be noted on the medical record and on the medical emergency form. If for any reason a child must remain indoors for longer than five days, the parents should bring a note signed by a physician explaining the nature of the illness that necessitates this procedure.

Sunscreen and OFF (or other insect repellent) must be applied before arrival. Insect repellent bracelets must be supplied by parents/guardians and delivered to Kids Plus in an airtight bag/container.

## **VISION & HEARING SCREENINGS**

The Vision and Hearing Screening Program, Texas Health and Safety Code requires that all children enrolled for the first time and are 4 years old by September 1 must be screened or have a professional examination for possible vision and hearing problems.

## **ARRIVAL AND DEPARTURE**

Our most important time of the day is the Morning! Our staff teaching schedule begins at 9:00 am. We encourage parents and guardians to ensure their child is present by this time to ensure full benefit of the academic portion of our day. This also aids in better transition of activities if your child is on-time.

### **Sign In and Out**

The person bringing the child to the center is required to

- Sign the child in upon arrival,
- Leave the child in the care of a staff member,
- Sign out the child and
- Notify the staff member upon departure.

Every child must be signed out; therefore, no child will be released from the playground. Please do not allow your child to leave the building ahead of you. Your cooperation will help ensure the safety of your child.

### **Authorization to Pick up Child**

No child will be released to a person not authorized by a parent to pick the child up. We must have written or verbal authorization for a change in this respect.

## **Dismissal Time**

Because the fatigue element is important to your child's well-being, we urge you to pick up your child on time.

## **DISCIPLINE AND GUIDANCE**

Discipline is handled on an individual basis with the teacher discussing the problem with the child. Our purpose is to help the child retain control of emotions and actions, not stop them from expressing feelings and moods. Giving children understandable guidelines and re-directing their behavior helps them to develop internal control of their actions and encourages acceptable behavior. The use of physical punishment is never permitted.

There are different methods to stop disruptive behavior in children. Our discipline consists of positive reinforcement, redirection and time-outs. We have trainings for teachers and caregivers to help them foster positive behavior in children. The relationship between parent and child is critical. Regular communication and planning with parents/caregivers generally regulates the behavior. Director, parent and teacher will keep in constant communication regarding the progress of regulating the children's behavior. Director and teacher will work with the parent to support the child's needs to help regulate their behavior so the child can be successful in their learning environment.

Kids Plus Academy reserves the right to terminate the enrollment of a child or children who's behavioral and education needs cannot be met at Kids Plus Academy without fundamental alterations of or undue burden to our existing programs, procedures, or practices, as deemed by Kids Plus Academy and/or children whose fees and/or tuition payments are in arrears.

Our procedures in this case will be:

- An acknowledged note to parent(s) or guardian(s) from the teacher
- Collaboration meeting on a plan of action with the parent(s) or guardian(s), teacher and director
- Conference with parent(s) or guardian(s), teacher and center director

## **SUSPENSION AND EXPULSION POLICY**

The purpose of this policy is to limit the suspension and expulsion of children registered in Kids Plus Academy. It is our goal to help children reach their fullest potential during their most formative early years. To that end, we will only enforce this policy in the event that the child or families threaten the safety and care of the children in our center.

If excessive aggression is exhibited toward a student or staff the following progressive steps will be taken:

1. Parent(s) or guardian(s) must pick up the child immediately.
2. Child will be suspended from the center for one day.
3. Child is expelled from the center.

## **EMERGENCY PROCEDURE & PARENT NOTIFICATION**

### **Injuries**

In the event of an emergency,

The center will attempt to contact one or both parents. If the parents cannot be reached, the two emergency friends names will be contacted. If parents or emergency friends cannot be reached and it is decided that the child need immediate medical attention or examination, a staff member will contact the doctor listed, and if necessary, will take the child to the hospital or doctor's office by car or ambulance.

In the event the family doctor cannot be reached and immediate medical attention is required, a staff member or the nurse will take the child to the nearest emergency room to be attended by a doctor on staff. All expenses incurred are the responsibility of the parents.

## **PARENT CONTACT INFORMATION**

All contact information must remain up to date at all times. Procure Parent Portal allows you to update your contact information. If you have any technical concerns with the system, contact us immediately.

## **NUTRITION**

KIDS PLUS ACADEMY's nutrition team will prepare and serve the children breakfast, lunch and an afternoon snack in family style dining. These meals are served in your child's classroom. This setting allows them to learn to serve themselves, portion control, and healthy food choices.

All menus meet the Dietary Guidelines for Americans established by the USDA. Resources for the USDA are provided upon request. Children who have special medical dietary needs must bring their own food to the center. If you send your child with lunch from home, samples of healthy lunches will be made available upon request. We will also offer fruits and vegetables along with their lunch from home. Lunches will be stored in the refrigerator until meal time. The Department of Health and Human Services requires that a physician shall approve special or therapeutic diets in writing. Water or juice can then be substituted.

Any food items brought into the class for the class to eat must be prepared on site or in a commercial kitchen. Food and liquids hotter than 110 degrees are kept out of reach.

We will not reward or punish with food. Ex. happy plate, toilet training

Kids Plus Academy provides additional support and/or resources to families and staff regarding the overall health and safety of the child.

## **Health and Nutrition Practices and Resources**

Kids Plus Academy also provides support and education resources to our families and teaching staff regarding the overall health and safety of the child. Below you will find website links to Health & Nutrition parent education resources. As well you find these resources in paper copies in our parent resources and or posted on our Parent Resource bulletin board. Feel free to ask the director for a copy as well.

### ***Meal Planning and Nutrition Resources:***

\*We can provide a 4-week rotation of menus for our parents. Please ask our director if paper copies are available as needed.

[Child and Adult Care Food Program: Best Practices](#)

[Sample Menus- CACFP](#)

[CACFP Cycle Menus Resources \(Institute of Child Nutrition\)](#)

### ***Professional Development Trainings on Health and Nutrition:***

\*Our teachers at Kids Plus Academy are take training courses on Health & Nutrition practices through these teacher professional development websites.

<https://agrifilearn.tamu.edu/catalog?pagename=Child-Care>

<https://tecpds.org/wp/find-trainings/>

<https://www.houstonfoodbank.org/our-programs/nutrition-education/>

### ***Farm Fresh Resource:***

We support educating the importance of fruits and vegetables and garden-based learning to our children and parents. We have provided this healthy nutrition education resource that discusses planting and the growing process. This garden-based learning connects and introduces our children to new foods.

<https://squaremeals.org/FandNResources/TexasFarmFresh/GardenBasedLearning.aspx>

### ***Oral Health Resource:***

Our program believe in a healthy dental routine and here is a parent education resource that can provide more education articles on the importance of good oral health.

<https://www.healthychildren.org/English/healthy-living/oral-health/Pages/default.aspx>

### ***Screen Time Resource:***

Please refer to our program's screen time policy. Here is a parent education resource that supports our program's policy.

<https://www.healthychildren.org/English/family-life/Media/Pages/Where-We-Stand-TV-Viewing-Time.aspx>

### ***Healthy Child Care Texas Resource:***

[http://www.texasaeyc.org/programs/healthy\\_child\\_care\\_texas](http://www.texasaeyc.org/programs/healthy_child_care_texas)

### ***Health Benefit Resources:***

\*Families in need of health resources such as CHIP, STAR Medicaid, Star Kids, etc.

<https://www.texaschildrenshealthplan.org/what-we-offer>

### ***ECI Resources:***

<https://hhs.texas.gov/services/disability/early-childhood-intervention-services>

## **TOYS/ TECHNOLOGY**

Except for toys that are needed in the very opening days of school to help ease your child's transition from home or in school, we ask that you leave your child's toys at home or in your car. If an item is brought to school, we cannot be responsible for it. It must be shared and it must have the child's name in it. If you have a book that may be of interest to all of the children, we will appreciate this being shared with the class, but ask that it be left for several days. We also appreciate occasional special music CDs for curriculum enrichment. However, because we do not use CD players every day, we suggest you discuss it first with your child's teacher. Our technology policy restricts usage of all screened devices to two hours. This includes our presentation of educational programs on television or computer monitor. Permission to bring an outside device must be granted by your child's teacher or the director.

## **PHYSICAL ACTIVITY**

Kids Plus staff should promote all children's active play every day. Children should have ample opportunity to do moderate to vigorous activities, such as running, climbing, skipping, and jumping, to the extent of their abilities.

Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space.

Preschoolers though School agers should be allowed 60 to 90 total minutes of outdoor play. These outdoor times can be reduced somewhat during adverse weather conditions in which children may still play safely outdoors for shorter period, but the time of indoor activity should increase so that the total amount of exercise remains the same.

Preschoolers and School agers should be allowed 60 to 120 minutes per 8-hour day of moderate to vigorous physical activity, including running. We have two outdoor play areas. During non-extreme weather conditions, the open play area will be used. The large playground has a more natural shade cover and will be used as needed.

Students should wear comfortable and appropriate clothing and shoes for the weather. We will go outside when it's very cold and very warm but may adjust the amount of time outside based on weather conditions. Students will need to dress accordingly with caps, gloves, and coats when it is cold.

Children will have opportunities for daily moderate physical activity indoors and outdoors

depending on the weather and outdoor air quality.

## **NAPTIME**

Naptime for children who stay all day in KIDS PLUS ACADEMY is from 12 noon to 2pm.

## **EMERGENCY DRILLS**

Emergency drills are held periodically to acquaint your child with evacuation and other emergency procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do.

## **GANG-FREE ZONE**

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

## **TRANSPORTATION**

Kids Plus Academy transports to and from school, from home to daycare and daycare to home and on fieldtrips.

We will maintain a file of the following:

- A current list of the children transported and methods of taking attendance.
- The schedule of the van/vehicle route, including approximate pick up and drop off times.
- The name of each driver and type of license held, and the date of expiration of each license.
- Vehicle insurance with minimums set in the state of Texas.

Kids Plus Academy will review the plans periodically with parents so that the children are picked up and dropped off at times consistent with school routines. Parents must notify the center of changes in delivery or pick-up times and locations. Parents must request in writing any changes, at least five days in advance, the need to either temporarily discontinue or reinstate the service.

## **FIELDTRIPS /WATER ACTIVITIES**

Kids Plus Academy will participate in water activities and fieldtrips throughout the year. Parents will be required to sign a permission form prior to their child's participation in the activity.

## PARENT RESOURCES

### Helpful Numbers & Websites

|   |  |
|---|--|
| Child Care Licensing  | (713) 696-7147                           |
| 1330 East 40th, Houston, TX 77022   |  |
| <a href="http://www.dfps.state.tx.us/Child_Care/About_Child_Care_Licensing">http://www.dfps.state.tx.us/Child_Care/About_Child_Care_Licensing</a> |  |
| Abuse Hotline   | (800) 252-5400                           |
| (To Report Child Abuse)   |  |
| Poison Control  | (800) 764-7661 ( <i>1-800-POISON-1</i> ) |
| Fire Department   | (713) 884-3144                           |
| Police Department ( <i>City of Houston</i> )  | (713) 884-3131                           |
| Ambulance Dispatch  | (713) 884-3140                           |
| Drug and Neglect Abuse  | (800) 252-5400                           |
| City of Houston –Bureau of Epidemiology   | (832) 393-5080                           |
| ( <i>For Outbreaks</i> )  |  |
| City of Houston Animal Control  | (713) 884-3131                           |

## CHILD ABUSE & NEGLECT

Kids Plus Academy strives to provide a safe and nurturing environment. We have a responsibility to every child to report suspected incidences of sexual and physical abuse and neglect. The Abuse Hotline, noted above, is a resource available to the general public to aid in the prevention and response to child abuse. Parents and families are always encouraged to discuss non-abusive child rearing methods with the staff of Kids Plus Academy. We understand these are sensitive matters and will promptly document and respond to suspected incidences.

## **VACCINE PREVENTABLE DISEASES FOR EMPLOYEES**

For the health and safety of all children in care and staff, each employee will be required to have vaccines for preventable diseases and to consult with their health care physician as necessary.

## **EMERGENCY PREPAREDNESS PLAN**

Kids Plus Academy has an Emergency Preparedness Plan in place. Emergency Procedures and Evacuation Routes are posted in every classroom. Fire drills are practiced monthly. If local authorities declare a shelter-in-place emergency due to release of dangerous contaminants into the atmosphere, the children will be locked down until it announced safe by authorities that the danger has passed. Do not come to the school to pick up your child during a shelter-in-place emergency; rather, seek shelter for yourself and rest assured that your child is well cared for and is safe at school. Children will remain with their teachers in the safe room until the danger has passed and civil defense has notified the community that it is safe to be outdoors.

In the event of a national or local disaster or an emergency other than fire, all children will remain on the school premises until the Director feels they can be safely released to an authorized person. If there should be an emergency or disaster that would make it necessary for the preschool to evacuate the building, Greater Love Church, 4517 Laura Koppe Road, Houston, TX 77016, will be the place of relocation. Parents will be called to pick up children there and staff will remain with the children until all are picked up.

In the event of a threat to the well-being of the children by an intruder, the facility will be placed in lock-down until the proper authorities declare the campus is secure. The staff will escort the children to the West room which is free from window access and wait for further directions. Lock-down drills will be practiced four times a year.

It's very important for parents to keep all contact information up to date on themselves, emergency contacts, and those authorized to pick up their children. An emergency folder containing this information remains on file and is used as a resource in these times.

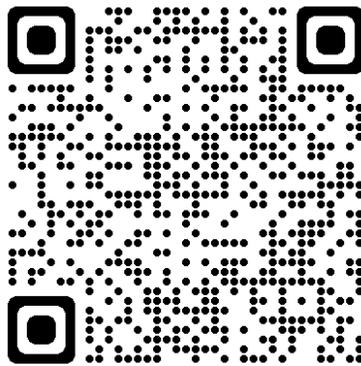
Procure text messaging will be the #1 source for communication, emergencies, weather alerts, cancellations, and early closures so it is required that you enroll immediately.

Please note that in the case of inclement weather that prevents Kids Plus Academy from serving families, we will first follow the guidelines of the Houston Independent School District weather advisors.

We are always looking to improve! Tell us how we can provide better childcare.

Scan for our ongoing annual survey:

(A copy of the survey has been included on the next page)



# Parent Survey

Please fill out a brief survey

Name:

Email:

How can we improve our service to your family?

What activities would you like to see at Kids Plus?

Do you have any concerns?

## PARENT ORIENTATION CHECKLIST & ACKNOWLEDGEMENT

Name of child: \_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_

- Opportunity to tour the facility
- Introduction to the teaching staff
- Parent visit with the classroom teacher
- Overview of the parent handbook
- Policy for arrival and late arrival
- Opportunity for an extended visit in the classroom by myself and my child for a period of time to allow us both to be comfortable
- Explanation of the Texas Rising Star Program
- Encouragement to share elements of my CCS enrollment so that the provider may assist, if applicable
- Family support resources and activities in the community
- Child development and developmental milestones

Expectations of families:

- The significance of consistent arrival time, including:
  - Before the educational portion of the school begins
  - Impact of disrupting other consistent routines in preparing children for the transition to Kindergarten
- Statement about limiting technology use on site to improve communication between staff, children, and families
- Statement reflecting the role and influence of families
- Building for the Future handout
- Women, Infants & Children (WIC) Information

**I acknowledge receipt of the above information.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

- This acknowledgement is kept in the child's record as long as the child remains at the facility.

NOTE: Failure to provide parents with a copy of our operation policies (Parent Handbook), review its contents, and obtain a signed receipt, is a violation of standard 746.503, Minimum Standards for Licensed Child-Care Centers.

# KIDS PLUS ACADEMY



*Where Learning Is Fun!*



**Ask about our transportation service!**