

# **Kiddie Krafts**

# **Preschool**

# **Handbook**

**Owner/Director: Julie Blasnik**

## **Table of Contents**

- 1) Welcome**
- 2) Mission Statement**
- 3) Curriculum**
- 4) Program Hours**
- 5) Location**
- 6) Enrollment and Tuition Policies**
- 7) Closings**
- 8) Teachers**
- 9) Security Procedures**
- 10) Health Policies/Immunizations**
- 11) Medication Policies**
- 12) Accidents**
- 13) Food Policies**
- 14) Birthdays**
- 15) Classes**
- 16) Your Child's First Day**
- 17) Outdoor Play**
- 18) Communication**
- 19) Diapering and Toilet Training**
- 20) Discipline and Guidance Strategies**
- 21) Biting Policy**
- 22) Schedules**
- 23) Items for Preschool and Schoolers**
- 24) Dismissal**
- 25) Visiting/Volunteering**
- 26) State Licensing**
- 27) Emergency Preparedness Plan**
- 28) Safe Sleep for Infants/Nap Procedures for Toddlers-Threes**
- 29) Water Activities**
- 30) Field Trips**
- 31) Inclusivity**
- 32) Child Abuse and Neglect**
- 33) Refund Policy**

## 1) Welcome

Hi! We would like to welcome you to Kiddie Krafts Preschool. We are a non-denominational preschool focused on using the best of Montessori, Waldorf, and Reggio-Emilia methods. We are very excited that you have chosen Kiddie Krafts for your child. We want to help your child to learn and have fun doing it! We love to get to know you and your child on a personal basis from day one! Your child is very special and important to us and we want to ensure your child has a great time here. Our staff is committed to the health and well-being of your child as well as ensuring that they are in a learning enriched environment. In order for us to foster your child's growth academically, socially, and emotionally, we need your wisdom and contribution as a parent.

This handbook was designed to let you know of school procedures, school times, the philosophy of our school, and the school program itself as well as our camp programs.

Thank you for placing your child and your trust in us! Welcome to our family!

Julie Blasnik  
Owner and Director

## Background Information on the Director of Preschool:

Julie Blasnik

### Experience:

I graduated from Akiba Academy and Yavneh Academy. I graduated from the University of Texas in Austin in May 2011 with a degree in Youth and Community Studies and a minor in Childhood Studies. I received my Masters from Texas Woman's University in Child Development in May 2015. I worked at Akiba Academy as the Mommy and Me teacher. Before that I worked at Temple Emanuel as a two's teacher for five years and Spring Valley United Methodist for one year.

I have been babysitting for 25 years and I love children. I have worked as a teacher at Akiba Academy, Spring Valley United Methodist, and Temple Emanuel. I also worked as a nanny, babysitter, tutor, swim instructor, gymnastics instructor at the JCC, and more.

Currently I teach swimming lessons to children of all ages and levels (15 years). I have run a summer camp and winter break camp since Summer 2006 as well as a spring break camp since Summer 2010.

In May 2020, I had my son Parker who is the light of my life! He is amazing and will be going through my program. This is why I did this was for my children and the type of program I wanted them exposed to.

Certification: I'm certified in CPR, First Aid, and the Heimlich Maneuver as well as a lot of experience with food allergies.

## **2) Mission Statement**

Our goal at Kiddie Krafts Preschool is to teach children to grow from the world around them. We want them to think, create, engage, and explore with their entire body. We encourage children to gain information from their friends as well as teacher. We can all learn from each other.

At Kiddie Krafts preschool, children engage in both indoor and outdoor play. By utilizing the outdoors, children will have activities and classroom experiences expand to the outdoor classroom. We want the outdoors to be an extension of our learning.

Kiddie Krafts Preschool will utilize Montessori, Waldorf, and Reggio-Emilia methods. By combining the best from these methods. The learning will stem from the children. Children learn best through play and experiences. At Kiddie Krafts we focus on independence, self-help skills, responsibility to others, a passion for learning, and inner motivation. We want children to learn to be creative, empathetic, independent, confident, and curious. Children are curious by nature and we want to expand on that artistically, physically, emotionally, and socially.

## **3) Curriculum**

Our curriculum will focus on using the Montessori, Waldorf, and Reggio-Emilia approaches to learning. The experiences each day will focus on using the children in the classroom as a source of information. The teachers are able to expand on that information through the experiences with the children. Teachers will document children's learning using pictures, notes, and videos. Children's learning will focus on the process rather than the end result. Learning process projects may have more than one step and may take a few days to a few weeks to complete. We use an emergent curriculum child-centered that allows for play-based inquiries. Children will have the chance for cooking, art, science, sensory room, library, and music in our program.

### **Curriculum in PreK and Kindergarten:**

In our PreK class we introduce Handwriting without Tears as well as Heggerty Phonics. In Kindergarten, the children are introduced to cursive, continuing Handwriting without Tears as well as All About Reading for the children who are ready as well as Dimensions Math and science and social studies.

In 1<sup>st</sup> grade, we utilize All About Reading, cursive, Dimensions math, and both science and social studies are focused on as well.

## **4) Program Hours**

Kiddie Krafts Preschool tries to meet the needs of all parents working or not. We offer early care from 8:00-8:45. Aftercare is also offered Monday thru Thursdays from 3:30-6:00.

**MAIN DAY AND PART TIME PROGRAM:** Our main program for infants-Kindergarten operates Monday-Friday from 8:45-3:30. You may sign up for 1-5 days/week for our preschool program. For Kindergarten and elementary, children are required to attend 5 days/week.

**FULL TIME PROGRAM:** Our full time program is 8-6 M-TH and 8-3:30 on Fridays. It follows a typical school year schedule and doesn't include days off or spring, winter, and summer breaks.

**School Year Plus Program:** Our school year plus program runs from 8-6 M-Th and Fridays 8-5 and has additional weeks and days that we are open specifically for those signed up. It is different from the full time and part time programs we offer as it caters more for those families who need more year round care. It includes winter, spring and summer camps.

Our program runs September-May during the school year following Richardson ISD for inclement weather closings. We offer camps during Winter Break, Spring Break, and the Summer with separate pricing for children 6 weeks-3rd grade. Enrolled families have priority however space is not guaranteed.

## 5) Location

Kiddie Krafts Preschool is located at Highlands Christian Church 9949 McCree Road Dallas, Texas 75238 .

Our mailing address is 9949 McCree Road Dallas, TX 75238.

## 6) Enrollment and Tuition Policies

Enrollment for our program begins in January.

Among each category, enrollment is based on a first-come, first-served basis.

Class placement is made by the Director, with special attention given to teacher recommendations, age, developmental appropriateness, and gender groupings. Please trust that your child's placement is given careful consideration.

**Application Fee (non-refundable): \$250 for first child and \$200 for siblings - Due at submission with the application form**

**Supply Fee (due once in September) : \$200**

## **TUITION MONTHLY**

### **Tuition 25-26 School Year**

Registration Fee is \$250 for the 1<sup>st</sup> child and \$200 for a sibling.

<b>Class</b>	<b>1-4 day pricing/month</b>	<b>School Year Main Day 5 days/week Monthly Tuition</b>	<b>School Year Full Time (does not includes camps)</b>	<b>School Year Plus Tuition Full Time Only Monthly Tuition</b>
<b>Infants-2yrs</b>	1 day/week \$260	\$1340	\$1535	\$1710
<b>3's-PreK</b>	2 days/week \$515	\$1312	\$1422	\$1660
<b>*Kindergarten and First Grade</b>	3 days/week \$770	\$1312	\$1505	\$1700
	4 days/week \$1025			

\*Kindergarten and First Grade students are required to attend 5 days.

Early Care Fees (8-8:45):

**Drop Ins \$20 each time**

**Monthly:**

1x/week \$55  
2x/week \$95  
3x/week \$145  
4x/week: \$180  
5x/week: \$230

After Care Fees (3:30-6:00):

**Drop Ins \$35 each time**

**Monthly:**

1x/week \$65  
2x/week \$125  
3x/week \$185  
4x/week: \$245

**Siblings are 10% off the lowest siblings tuition each month.**

**You may pay the year in full no later than August 1, 2025 by check for a 3% discount (does not apply to registration fee).**

**Credit Cards will be charged a convenience fee of about 2.7% for each transaction. ACH fees will not be charged.**

May not combine more than one discount.

Daily drop in rate \$75/day for main day (8:45-3:30) and \$90/day for full time day (8-6).

**TUITION IS DUE ON THE 1<sup>ST</sup> OF EACH MONTH AND PAID ONE MONTH IN ADVANCE.**

The first month of tuition and supply fees are due in August. You may pay by cash and check or via Procare (credit cards or ACH). If paying by check, please make checks payable to **Kiddie Krafts Preschool** and indicate the month(s) for which you are paying and your child's name on the check. You may pay for more than one month at a time. Credit cards incur a 2.7% convenience fee for each transaction.

**Tuition is due a month ahead of time.**

**Tuition is the same every month regardless of the amount of days. There is no partial monthly tuition. Tuition is the same regardless of if your child is in attendance, school holidays, weather-related incidents, or etc.**

**Late Fee:** A late fee of \$20.00/day will be charged after the 3rd of each month. Kiddie Krafts is self-supporting and depends on your prompt payment of tuition to meet its obligations. If neither payment, nor arrangement for payment, has been made by the stated deadline, you will be asked to withdraw your child from the program after 1 week. We suggest on Procare setting up automatic payments.

**Late Pick Up Fees:** There is a late pick up fee if a child is not picked up by their end of the day. If the child is not picked up by 3:45 they will be sent to aftercare and charged the aftercare daily fee. If a child is not picked up by 6pm, a late fee of \$10 per minute is automatically charged (per child).

**Refunds:** Refunds will not be offered for absences of children due to illness, vacations, those withdrawn from the program without prior notice, dismissal before the month is over or because of days missed due to inclement weather, natural disasters, unsafe conditions out of our control, or damage occurred from inclement weather.

**Withdrawal:** If it is necessary to withdraw a child, the parents should inform the Director **in writing at least 30 days prior to withdrawal**. If the Director is not informed in this manner, the tuition for the next month of Kiddie Krafts Preschool will be charged for the entire month.

**Changes:** If changes to the enrollment policies occur, parents of currently enrolled children will be notified by e-mail and/or written correspondence.

**SUMMER/WINTER/SPRING BREAK CAMPS: All of our camps have separate forms that go out with separate pricing and registration forms for full time and part time**

**students. School year plus children have winter, spring, and summer camps included with their tuition.**

## **7) Closings**

**Since we do rent a Church we will be closed some holidays. We do not offer makeups for those days. Please refer to our calendar for closings. We also run on an academic school year calendar as a private school program. There are a total of 5 weeks we are closed including 2 weeks in May, 1 week in July, 2 weeks in August, and 1 week of Thanksgiving for those who are full or part time. School year plus students we are closed: 1 week of Thanksgiving, 1 week in July, and 2 weeks in August.**

**There are a few additional days closed to all. Please refer to our school calendar located on our website.**

**Inclement Weather:** We will follow Richardson ISD regarding closings for inclement weather. No inclement weather days will be made up.

**School Breaks:** Summer, spring break, and winter break camps will be offered with the same hours for students.

## **8) Our Teachers**

We believe that to have a great program you need a great staff to implement it. Our staff is here to ensure the safety of your child as well as love and provide guidance for them. Every two years our staff goes through CPR and First Aid training. All staff are trained before the school year begins for 1-2 weeks. Additionally, each month we have meetings with trainings to make sure we are up-to-date on all the current child development information. We hand pick all our staff to ensure your child is in good hands. All of our staff goes through a screening process as well in accordance with the Minimum Standards of the Texas Department of Health and Human Services. Teachers are required to have immunizations up to date as well as vaccine preventable diseases. You can be sure your child is in the best of hands while at Kiddie Krafts Preschool!

Our school age teachers have a plethora of experience. They are required to go through the same training as preschool teachers in addition to curriculum and lesson planning work as well.

## **9) Security Procedures**

You can be assured that your child is safe while at Kiddie Krafts Preschool.

At Kiddie Krafts Preschool, your child's safety is our number one priority.

If a parent will not be picking up a child a parent will need to send in a copy of the individual's license as well as be listed on the child's authorization to release form. We will be checking licenses before a child is released. If that individual is not on the child's list and we do not have permission and a copy of their license, we will not be able to let that child leave. This is to ensure every child's safety. Teachers have also gone through armed gunman trainings and focuses on heightened awareness.

Thank you for helping to keep our children safe.

**MORE SECURITY:**

- A) All the doors remain locked. Teachers have badges and codes to be allowed into the building.
- B) Our playground is gated so no children are allowed out.
- C) If a medical emergency arises, we will take all the steps needed including calling 911 for an immediate and appropriate response. **Please make sure all of your child's information is up-to date!**

## **9) Health Policies/Immunization Requirements.**

We want to ensure that all children remain healthy and in the best of care while at Kiddie Krafts Preschool. **We ask that all health records and immunization forms remain up-to date! If your forms are not in our office by the first day of school/camp your child will not be allowed to attend until those forms are filled out and turned in.**

If your child will be absent from our program please inform the director as soon as possible through email, text, or phone.

Please keep your child home if he/she exhibits any of the following symptoms:

- “ Has or has had a fever above 100 degrees F. within the past 24 hours, regardless of its cause. This includes fever that you or your pediatrician believes is caused when infants or toddlers are teething.
- “ Is vomiting or has an upset stomach accompanied by diarrhea.
- “ Has loose stools that are not able to be contained within the diaper.
- “ Shows evidence of a communicable disease, such as chicken pox or pink eye.
- “ Has an undiagnosed rash.
- “ Has discharge from the eyes, ears, and/or profuse, colored nasal discharge.
- “ Has unusual lethargy, irritability, persistent crying, or difficulty breathing.

If your child becomes ill or injured while at Preschool, we will notify you immediately for you to make arrangements for pick up; and we will do our best to comfort him/her until you arrive. To avoid the spread of disease, state licensing standards require ill children to be isolated from their group and picked up from Preschool as soon as possible, but **no later than one hour**

**after notification.** If emergency medical care is required, we will call 911 for immediate assistance. All teachers are required to have CPR and First Aid training. Should a medical emergency arise, they will follow the steps outlined by the American Heart Association and 911 will be called first then the parents.

If you know your child has been exposed to any contagious illness, let the Director know so we may alert other parents to be extra attentive to their children. To reduce the spread of infections, children and staff wash their hands, using anti-bacterial soap, many times during the day, but especially after toileting and before eating, and after eating. We do not allow children to share cups, utensils, etc. In addition, toys, doorknobs, water fountains, and all other items that are handled or contacted on a regular basis by children are disinfected regularly with an anti-bacterial solution.

Your child will be sent home if they have 3 diarrhea episodes and will be sent home after a vomiting episode.

**To attend Preschool/camp, your child needs to be well enough to function in-group care and has to be well for 24 hours.**

Kiddie Krafts preschool has the right to override a doctor's note should they deem a child not healthy enough to be in care or if your child has a communicable disease.

**Immunization Requirements per the Texas Administrative Code:**

Every child in the state shall be vaccinated against vaccine-preventable diseases caused by infectious agents, in accordance with the following immunization schedule. While the department recommends that providers immunize children according to the recommendations found on the department's website at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com), this section sets out minimum immunization requirements for school entry for the child. The child must have the indicated vaccinations by the grade level indicated. The vaccination schedule also indicates the grade before which the child should not obtain the specific vaccination. A copy of the current recommended schedule is available at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com), or by mail by writing the Department of State Health Services, Mail Code 1946, P.O. Box 149347, Austin, Texas 78714-9347.

(1) For those vaccines where it is stated in this section that a certain dose must be received on or after a certain birthday, a vaccine administered up to four days prior to the birthday is considered compliant.

(2) For diseases listed below, a child or student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school.

(A) Children enrolled in child-care facilities, pre-kindergarten, or early childhood programs shall be immunized against: diphtheria, pertussis, tetanus, poliomyelitis, *Haemophilus influenzae* type b (Hib), measles, mumps, rubella, hepatitis B, hepatitis A, invasive pneumococcal, and varicella diseases. In recognition of the fact that immunization needs vary depending on the age of the child, the

minimum number of doses required for each vaccine is indicated in the schedule attached at the end of this handbook.

Texas childcare licensing requires centers to now accept unvaccinated children. In order for your child to attend, please provide the vaccination exemption. If there is an outbreak of a vaccine preventable disease in the area/at the school, separate protocols will be required such as remaining at home or following the health departments procedures.

### **Hearing and Vision Screening per Texas Administrative Code:**

(a) The chief administrator of each facility shall ensure that each individual admitted to the facility complies with the screening requirements of this subchapter (including ensuring that any screening done is performed by a properly certified screener), according to the following schedule.

(1) Children four years of age or older, who are enrolled in any facility for the first time, must be screened for possible vision and hearing problems within 120 calendar days of enrollment. If a child is enrolled within 60 days of the date a facility closes for the Summer, the child's vision and hearing must be tested within 120 days of the beginning of the following school year.

(2) Children enrolled in pre-kindergarten and kindergarten must be screened each year within 120 days of enrollment.

(3) Children enrolled in the first, third, fifth, and seventh grades must receive vision and hearing screening in each of those grade years (can be done at any time during each of those years).

(4) Except for children enrolled in pre-kindergarten, kindergarten or first grade, a facility shall exempt any child from screening as required by paragraphs (1) - (3) of this subsection if the child's parent, managing conservator, or legal guardian, or the individual under the scenarios described at Texas Family Code, §32.003, submits a record to the facility showing that a professional examination was properly conducted during the grade year in question or during the previous year. The record must be submitted to the facility during the grade year in which the screening would otherwise be required.

(5) Children enrolled in a facility who turn four years of age after September 1 of that year are exempt from screening until the following September.

## **11) Medication Policies**

At Kiddie Krafts Preschool, we understand that some children do need to take medicine on a regular basis. As long as the information is filled out on their health form and an "Authorization to Administer" form is completed that is not a problem. The other guidelines to adhere to are:

1) All medications must be in their original containers. For prescription medications, the pharmacy label with the child's and physician's names, the prescription number, dosage, and frequency must be current and legible. For non-prescription medications, the child's name needs to be clearly written on the container with permanent marker. Non-prescription medications will only be administered with a note or fax from your child's pediatrician stating the specific name of the medication, the dosage, and its frequency.

- 2) With the exception of prescription allergy and asthma medications, medicine will not be administered on an as-needed basis. A specific time must be indicated on the authorization form.
- 3) An "Authorization to Administer Medication" form must be completed in full by the parent and given, along with the medication, to an administrator. Forms are available from the Director. Do not give medication or forms to your child's teacher.
- 4) Clearly indicate it if the medication needs to be refrigerated.
- 5) We recommend you have your pharmacist prepare your child's prescription in two containers, one for home and one for school, in case you forget to take the prescription medication home at the end of the day.
- 6) Medication can be very dangerous in the hands of children and must never be left in a child's backpack where it might be accidentally available to any child. Please hand your child's medication to the Director before your child goes to his/her room.

## **12) Accidents**

Accidents are taken very seriously by Kiddie Krafts Preschool no matter how big or small. Any type of accident will need to be written down on the Accident Forms. They must be completed by the teacher that saw the accident happen. Both the director and the child's parents will need to sign it. Any bites or head injuries or major falls, parents will be called immediately to explain the accident to them. No child should be going home with bruises, scratches, or bites without explanation. Once the accident form is signed by the adult picking up the child, it needs to be sent to the office and placed with the child's file. No copies of the form are to be given to the parents unless the Director gives permission. If parents would like a copy please request from the director.

If it something more serious and warrants a call to 911, 911 will be called first and then the child's parents.

## **13) Food Policies**

We want every child to be as healthy as possible and we provide healthy and nutritious snacks for your child during the day. The morning and afternoon snacks generally consists of fruit, oatmeal, yogurt, veggie pasta, smoothies, hummus, cereal, vegetables, and more. The children will also have the option of a 2<sup>nd</sup> serving. The children will always be provided with water. The children will not be given juice. There will be days when the children cook something and use it for their snack or if there is a birthday party.

**We do not give the children any snacks containing nuts/manufactured in a place with nuts. Please make sure that when you pack your child's lunch there are no nuts or nut-products.**

Children who bring those for lunch will not be allowed to have it and it will be sent home. Another item for their lunch will be provided, if needed. You may however pack soy-butter or sun-butter, but please alert your child's teacher that you have done so. During lunch we like for

all the children in the class to sit together and use plates, cups and utensils. Even our youngest ones love to eat like at home!

Infants in the infant program will need to bring all the food and bottles prepared each day. Infants bottles will be heated using warm water. Bottles will be tested before they are given to infants. Only food that the parents brings for the infant will be used.

Kiddie Krafts provides both morning and afternoon snacks to children in our program. Children in the toddlers and up bring lunch and infants bring all items that they need. Teachers will be responsible for preparing the children's snack that day. As per state licensing and the US Department of Agriculture (USDA), all children must be offered water at this time with snack and snacks must include at least one of the following:

- one serving from the fruit and vegetable group
- one serving from the milk group
- one serving from the grain group or
- one serving from the meat or meat alternative group

We are a nut free school. Children are not allowed to bring in any products containing nuts or may contain traces of nuts as we have many children with life-threatening nut allergies as well as infants who may have not been exposed. Please read ALL labels when opening a child's lunch. Please do not serve any of the following:

- traces of nuts, peanuts, tree nuts (almonds, walnuts, etc.)
- peanut or other nut oils
- peanut or other tree nut butters
- hydrolyzed vegetable protein
- anything containing the words "may be processed in a facility that processes peanuts or nuts" or anything similar.

If these items are sent to the school they will be sent back home with a nice reminder that these products are not allowed. If a child needs a substitute item we will provide it.

### **Unsafe Food Policy:**

These items may not be served to our children at any time and/or cut up appropriately depending on the age:

- nuts (please refer to the above policy)-never served
- hot dogs, whole or sliced into rounds-must be cut into  $\frac{1}{4}$  bites-toddlers and up
- whole grapes- must be cut into  $\frac{1}{4}$  bites-toddlers and up
- Popcorn
- hard pretzels-never- only the flat pretzels
- chunks meat larger than can be swallowed
- chicken fingers, fish sticks, and other foods should be cut  $\frac{1}{2}$  square pieces for toddlers and  $\frac{1}{4}$  for infants
- only whole milk may be served to children 12months-24months, unless there is a note on file from a child's physician otherwise.
- raw carrots (only Kindergarten and up)

### **Lunch:**

All children are sent with a lunch from home. Please do not use glass lunch containers. Those out of the infant room please also do not send glass bottles. Items that need to be kept cold need to have a freezer packet inserted or another cold source. This includes dairy products, meat, poultry, fish, egg, fresh fruit and vegetables, and opened cans of fruit or pudding. Children will be given water at lunchtime.

Food for all children except infants will be served at room temperature.

Teachers are encouraged to sit with the children at lunch time to show proper manners and etiquette. Any food items that do not adhere to the nut policy will be returned in a child's lunchbox with a gentle reminder and another item from the school will be substituted. Your child's lunch will be sent home each day to show you what your child has eaten. Kiddie Krafts is not responsible for the nutritional value of the meal the parent serves.

### **Infant Food Program:**

All infants must be fed when they are hungry. At Kiddie Krafts preschool, we actively support breastfeeding. We want any mother to come in and feel comfortable to feed when she would like. There will be space in the room where a parent may breastfeed and teachers may bottle feed the infant as well. Parents may provide breastmilk for the child as long as it is dated and has the child's name on the container. It will be kept in the fridge for up to 48 hours or 24 hours depending on if it was frozen. Teachers will gently mix but not shake the bottle before giving it to the infant.

A few other guidelines we follow as well:

- Bottle feedings must not contain solids unless required by a child's physician and we have a note on file.
- any formula or breastmilk not consumed within an hour will be discarded or refrigerated
- If requested, staff will warm breastmilk or formula in hot tap water/bottle warmer for no longer than 5 minutes
- Breastmilk or formula will never be put in the microwave
- Cow's milk will not be served to infants under 12months of age
- Infants younger than 6 months will not be offered solid foods or fruit juices unless that practice is recommended by the child's physician and the family agrees-must have note from physician on file.
- sweetened drinks are avoided. If juice needs to be served only 100% juice and only 4oz.
- formula and infant food must be in a factory sealed container and prepared according to the manufacturer's directions.
- Bottles may be kept in the fridge for the day. Bottles MUST be labeled with child's first and last name.
- we will support baby-led weaning with a note from the physician stating that the child is at least 6 months old and sitting up by him/herself and is able to start this process

Infants will need an updated food information form filled out every 30 days. We will remind parents.

## **14) Birthdays**

Birthdays are a fun time to celebrate! We would love to share your son's/daughter's celebration with you! We will make something special at school for your child's birthday of your child's choice and we may ask you to provide a few ingredients. At school, the children can make healthy cupcakes, pancakes, yogurt parfaits, banana "ice cream", berries and whip cream, and smoothies for birthday celebrations. We do not allow homemade treats as we have many children with allergies which is why we provide the birthday treat options. The children also enjoy helping to make their special treat for the birthday child.

## **15) Classes**

Classes are determined by your child's birthday by September 1. We want to ensure that every child is cared for and feels safe while at preschool. Therefore we maintain a very low teacher/child ratio. We try to comply with the NAEYC Guidelines. Our classes are: 6 weeks-12m/12-24m/ 2 yrs/ 3 yrs/4 yrs/ and 5-6yrs. Our older children are combined for camp Kinder-3<sup>rd</sup>.

In the 6 weeks-12m, there is a 1:4 ratio. In the 12-24 months room there is 1:5 ratio or 1:6 if the children are closer to 18-24m. In the 2 and 3 year old rooms there is a 1:6 ratio. In the PreK class it is a 1:8 or 1:10 ratio. In the K-3<sup>rd</sup> grade program it is a 1:10 ratio.

## **16) Your Child's First Day**

For every child regardless of age, the first day of school is very new. We want all our children and families to feel comfortable leaving their child in our care. Please let us know if you have any questions or concerns. We are here to help you adjust smoothly and nicely. For all our children, we ask that parents bring them in the first day and begin the carpool process after that. Our suggestion for the younger children on their first day is to bring something that they love on or hold on to. It might be a pacifier, bottle, sippy cup, stuffed animal, or anything else that they might need. Please label it clearly so that we can put it in your child's cubby once they get situated.

Sometimes saying goodbye is not easy. In order for the day to get started and to not prolong the inevitable please do not linger. With younger children quick goodbyes are often the best. Younger children are more apt to crying however generally it lasts at the most five minutes. Once children get involved in an activity they do great! If you would like to receive a phone call on how your child is doing please let us know and we would gladly give you updates. If your child is crying longer than twenty minutes we will call you to pick your child up. We don't want a child to think that preschool is not fun. We will just try again the next day.

## **17) Outdoor Play**

During outdoor play we encourage the children to run around and get all their energy out. We go outside every day! Rain suits and boots must remain at school for the days that we get to jump in puddles and dance in the rain!

Children need to have the appropriate attire to play in outside weather including rain boots and rain suits, warm winter jackets, mittens, hat, winter suits, swimwear, and more. We do go outside in all weather except when it is dangerous. We monitor the children outside when it is hot and take frequent water breaks. During the winter we make sure the children get some warm inside breaks too.

If it is an unsafe weather day the children will utilize the sensory room as well as their classrooms for dance parties and bringing some small trampolines in to ensure they still have some good physical activity.

### **Outdoor Play Sunscreen/Bug Spray:**

All children should have sunscreen and bug spray applied before coming to school. Children may have sunscreen/bug spray sent by the parent kept at school to be applied as long as they have given written permission. All children will need to have weather appropriate clothing for the day.

Children will always have at least 60-90 minutes of rigorous play each day. According to licensing children 3 and under need at least 60 minutes and PreK and up need 90 minutes. We will always exceed that!

## **18) Communication**

We understand that you want to know about your child's day and progress at Kiddie Krafts Preschool. If you need to talk with us or we need to talk with you, you can call, email, or set up a time to meet. Carpool time is very busy and not a good time to discuss your child. We do like to tell you a bit about your child's day when you pick him/her up so you can discuss it with your child. Our teachers want to build trusting relationships with you and your child. They are with your child every day and are learning things from them as well as teaching them. Infants and toddlers have information sheets that go home daily with them.

Kiddie Krafts Preschool highly values communication between teachers and parents. We value the parents in the school life and we want to keep a two-way communication open.

Teachers will use a blog to communicate weekly with parents. Teachers will use pictures and documentation/observations when writing a blog to parents. The blog will remind parents of important events, classroom activities, parent reminders, and other information related to the child's well-being.

Communication daily will also be done through ProCare which is our childcare management app.

Parent Teacher conferences will occur twice a year. Please refer to the calendar for those dates. If you need to discuss any matters with your child's teacher or the director please don't hesitate to set up a meeting.

## **19) Diapering and Toilet Training**

Children who are in diapers are checked constantly throughout the day to ensure that at the first sign of a wet or soiled diaper they are changed. Parents are expected to send diapers, wipes, as well as diaper cream to be applied when the child needs. If anything else needs to be applied please let your child's teacher know.

Children who are potty trained or potty training will need multiple sets of extra clothes to keep at school. We encourage parents to use underwear when you are potty training. Children know the difference between a pull-up and underwear and those in pull-ups tend not to want to use the potty as much because it's similar to a diaper. We want the parents and teachers to work together to help your child succeed. Please let us know what you are doing at home so that we can do the same thing at Preschool. We do not use pull ups while at school.

## **20) Discipline and Guidance Strategies**

At Kiddie Krafts Preschool we want all children to learn how to resolve conflicts, learn self-control, and become responsible for their actions. We will focus on using Love and Logic as well as redirection. We are focusing on the emotional health of our students in the preschool program. The children see our teachers model the behavior they are expected to do. We use positive reinforcement with our children. We set age appropriate rules in every classroom and set clear consequences as well. We allow the children to have choices and want them to make good choices throughout the day. There may come a time when the appropriate consequence is time away from the group. This is only used as a last resort. We never want children to feel rejected or humiliated, but instead we want them to learn from their actions. Sometimes this means we go for a walk, or read a book together, or go to the quiet corner to calm our bodies. Physical, verbal, or emotional punishment or abuse is never allowed. If we have concerns about a child's behavior, we will inform his/ her parents as soon as possible and collaborate on a plan of action for positive change.

Kiddie Krafts does not use harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. (1) Corporal punishment or threats of corporal punishment;
2. (2) Punishment associated with food, naps, or toilet training;
3. (3) Pinching, shaking, or biting a child;
4. (4) Hitting a child with a hand or instrument;
5. (5) Putting anything in or on a child's mouth;
6. (6) Humiliating, ridiculing, rejecting, or yelling at a child;
7. (7) Subjecting a child to harsh, abusive, or profane language;
8. (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

A copy of our Discipline and Guidance Policy is included in the back of this handbook. We are required to have an executed copy of this document on file for all children enrolled in the program.

## **Suspension/Expulsion Policy**

Suspension, expulsion or exclusion will only be used as a last resort in extraordinary circumstances where there is a determination of a serious safety threat that cannot be otherwise reduced or eliminated with reasonable modifications following the Discipline and Guidance Policy. Strong partnerships with families and teachers along with developmentally appropriate practices and expectations can create safe and healthy environments. Our policy aims to eliminate bias and discrimination so all young learners have the opportunity to enjoy Kiddie Krafts Preschool. Suspension and expulsion may occur if a child isn't receiving the testing and/or support that they need to thrive at school. We work diligently as a team to help a child as much as we can. However it is a partnership and requires both sides to work together.

## **21) Biting Policy**

At Kiddie Krafts we try to ensure that biting incidents are kept to a minimum however we do recognize that it may occur in our infant-twos classrooms. It is developmentally appropriate if a child does bite in those classrooms and we work together to help that child learn appropriate behavior. Biting happens for many reasons including:

- when children are overwhelmed/overstimulated
- when children are in a crowded area
- when children are lacking appropriate language skills
- sometimes because of sensory issues

We work to avoid these conflicts arising, by watching the children and making sure they have the space when they need it. We also help by creating a language enriched environment to help a child who struggles with their language.

When it comes to biting here are the steps that we take:

For a child that is bitten, we take that child and provide comfort as well as first aid if needed. We then talk to the child who was biting and look at the situation to understand what caused it. We work with that child to help prevent the recurrence. We will discuss with both parents what happened but no names will be mentioned. An incident report for both the child bitten and the child who bit will be filled out and put on file.

## **22) Schedules**

**The schedule for the infants depends on those child's needs. Infants will experience music, art, walks, outside play, and much more! In the infant room, a communication form will be filled out daily for your child.**

**Infants-Young Minis Daily Schedule Main Day  
(schedule subject to change-young minis drop to 1 nap  
in January)**

8:45-9:15 Welcome/Floor Play/Manipulatives

9:15-9:45 Music with movement

9:45-10:00 Change Diapers

10:00-10:30 Bottles and Nap

10:30-12:00 Nap/ When a child wakes the teachers will change their diaper and the teachers will feed/read/play as appropriate

12:00-1:00 Outside Play (EX: go for a walk/ take some blankets and toys and place on grass-sing songs)

1:00-1:30 Change diapers/feed as needed

1:30-2:00 PE Time either outside or inside

2:00-3:30 Nap/ When a child wakes the teachers will change their diaper and the teachers will feed/read/play as appropriate

**Mini Toddlers:**  
(schedule subject to change as we move to one nap)

8-8:45 Welcome/Free Play

9-10:00 Outside Play

10-10:15 Diaper Change/Wash Hands

10:15-10:45 Snack

10:45 Art/Cooking/Free Play

12:00 Lunch

12:30 Diaper Change  
1:00-3:00 Nap  
3:00 Change Diapers/Wash Hands for Snack  
3:30 Pick Up  
4:00 Snack  
4-6 Outside Play/Aftercare Pick Up

## **Toddlers/Twos/Threes Daily Schedule Main Day (schedule subject to change)**

8:45-9:15 Welcome/Manipulatives/Art/Music  
9:15-9:45 Free Play (Cooking, gardening)  
9:45-10:00 Change diapers/wash hands for snack  
10:00-10:20 Snack  
10:20-11:30 Outside Play  
11:30-12:15 Play in Classroom Art/Manipulatives/Dramatic Play  
12:15 Change Diapers/Wash Hands for Lunch  
12:15-12:50 Lunch  
12:50-1:00 Change Diapers if needed before Nap  
1:00-3:00 Nap  
3:00 Change Diapers/Wash Hands for Snack  
3:30 Pick Up  
4:00 Snack  
4-6 Outside Play/Aftercare Pick Up

Schedule is Subject to change with many of the activities happening in the outdoor classroom.

\*Schedule is subject to change

\*\*Toddlers will also have a communication form sent home each day.

## **Pre-Kindergarten Daily Schedule Main Day**

8:45-9:15 Welcome/Manipulatives/Writing Center

9:15-9:45 Cooking/Science/Art

9:45-10:15 Bathroom Break/Snack

10:15-10:45 Free Play

10:45-12:00 Outside Play

12:00-12:30 Wash Hands/Bathroom/Lunch

12:30-1:15 Games/Reading

1:15-2:15 Rest Time

2:15-2:45 Outside Play

2:45-3:15 Bathroom Break/Wash Hands/Snack

3:30 Pick Up

4:00 Snack

4-6 Outside Play/Aftercare Pick Up

Schedule is Subject to change with many of the activities happening  
in the outdoor classroom.

\*Schedule is subject to change

## **Kindergarten/1<sup>st</sup> grade**

8:00-8:45am Free Play

8:45 Welcome morning meeting

9:00-10:00 Reading/Writing Groups

10:00-11:00 Outside Play/Snack

11:00-12:00 Art/Science/Cooking

12:00-1:00 Lunch and Outside Play

1:00-2:00 Math  
2:00-2:30 Sensory Activities  
2:30-3:15 Snack/Outside Play  
3:30 Dismissal from playground-Go to Aftercare  
3:45-4:30 Art, Science, Cooking, PE  
4:30-5:30 Outside Play  
5:30-6:00 Clean up get ready for dismissal

## **23) Items for Preschool**

**PLEASE LABEL EVERYTHING!**

Please make sure there are no nuts or food containing nut products or pork in your child's lunch.

- 1) Lunch and sippy cup/waterbottle
- 2) Bug spray
- 3) Sunscreen
- 4) Extra clothes (2 pairs)
- 5) Rain Suit and boots
- 6) Diapers, wipes, diaper cream
- 7) Nap items (pack n play sheet-infants) (toddlers and up blanket and sheet)

INFANTS ARE NOT ALLOWED TO HAVE BLANKETS IN THEIR CRIBS. They will always be placed on their back to nap.

- 8) Infants: prepared bottles, food, 4 sets of extra clothes, crib sheet, pacifier, and anything else
- 9) Summer Camp: Swimsuit, towel, water shoes
- 10: Winter suit and Winter boots along with hat and mittens/gloves

## **24) Dismissal**

When children are released, they will go to carpool or a parent will come in to pick them up. Parents need to sign in and out each day. Each child has an Emergency Information sheet in the office as well as on Procare and only those people are allowed to pick up that child. The person will need to show identification and have it checked against what is on file. If someone is not on the list the child will not be released. If a parent would like to add someone to that list they will need to either come by the office to add them or send an email into the Director with the person's name and driver's license.

This is not the time for teachers to discuss a problem with a parent. This will need to be done separately as children will be going in and out and there won't be adequate supervision.

When children are leaving we want them to interact with their parent telling them about their day and teachers to help enhance that with something they enjoyed that day.

Pick up time for main day is 3:30pm and aftercare Mondays thru Thursdays is the latest 6pm. School year plus children have dismissal until 5pm on Fridays.

If a child has not been picked up at their regular time the teacher will call the parents. Carpool starts at 3:15 and parents pull into the parking lot and go around in a half circle along the sidewalk. Parents wait in their car until a staff member comes to get the child signed out and the child will be brought to the car.

## **25) Visiting/Volunteering**

We love to have parents visiting our building and we welcome you! For security reasons, you will need to call the director to let you in when you get here. You will need to check in with the director before you go to the classrooms. Nap time is from 1pm-3pm in the toddler, twos, and threes classroom and we just ask that you remain quiet in the hallways. Infants are on their own schedule.

We welcome parents volunteering in our preschool program. Parents may sign up to volunteer for special events, classroom events, and other special times. If a parent would like to volunteer more please just contact me as you may be required to do a background check.

## **26) State Licensing**

Kiddie Krafts Preschool is licensed by Texas Health and Human Services(TX HHS )and is required to follow the mandated Minimum Standards (Title 40, Social Services & Assistance, Part 19, Texas Department of Protective and Regulatory Services, Chapter 746, Minimum Standards for Child-Care Centers). TxHHS inspects program on a regular basis, as well as the City of Dallas Health Department, and Fire Department.

Per TxHHS, we are required to provide the following information:

- Parents may visit the preschool at any time without prior approval. Please note, that safety requirements may need to be met for safety purposes.
- A copy of TxHHS Minimum Standards is available for review and is located in the preschool office.
- A copy of the most recent TxHHS licensing inspection report is posted on the bulletin board in the front.
- Parents may contact the local TxHHS child care licensing office at 214-583-4253.
- Parents may report child abuse at 800-252-5400.
- TxHHS website address is <https://hhs.texas.gov/services/safety/child-care>
- Under Texas Penal Code, any area within 1,000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.
- Your child's safety is our top priority. Kiddie Krafts Preschool addresses the prevention and response to child abuse and neglect. Preschool employees are required

to have at least one clock hour of annual training that focuses on prevention, recognition, and reporting of child abuse and neglect. The training includes the indicative factors, warning signs, internal procedures for reporting, and organizations that offer training classes for employees, children, and parents. Copies of TxHHS form 7261 *Information on Reporting Child Abuse* are located throughout the preschool facility and are also included at the end of this handbook.

## **27) Emergency Preparedness Plan**

### **Emergency Drills:**

Fire Drills are conducted monthly to ensure that the building can be evacuated in a minimum amount of time and the children learn the procedure.

Lockdowns will be practiced as well 4 times during the calendar year.

Shelter Drills must also be practiced 4 times during the calendar year.

All drills must be documented including day, time, and length of time for evacuation, sheltering, and lock-down.

Everyone has an emergency preparedness plan and will need to review it monthly. Please make sure you also have an emergency evacuation route posted in your classroom.

The children in our care is our first priority. Teachers will follow the Emergency Preparedness Plan. We do have a secondary location if children need to be removed from our center due to a gas leak or other disaster. Lake Highlands Christian Child Enrichment Center 9919 McCree Road Dallas, TX 75238

The emergency contact for any emergency is the Kiddie Krafts Preschool cell phone 945-257-6646.

Fire Extinguishers are located in some classrooms including infants, toddlers, and twos, and small kitchen as well as in the hallways.

Carbon Monoxide Detectors are located in each hallway.

Smoke Detectors are located in classrooms and the building.

## **28) Safe Sleep for Infants/Nap Procedures for Toddlers-Threes**

Infants: Infants must sleep in a crib. An infant may ONLY have a sheet covered the mattress in the crib. They may not be swaddled or wrapped in a blanket at all. Infants may not have anything else in the crib besides a pacifier. Infants must be placed on their back to sleep to reduce the risk of Sudden Infant Death Syndrome (SIDS).. If an infant flips to their stomach or side on their own they must remain there under supervision. Infants may never be placed into a device in the crib to sleep. Infants who fall asleep in a swing, bouncer, etc must be removed and placed in the crib for sleeping. Infants who fall asleep during tummy time must also be moved to their crib. Infants are allowed to have sleep sacks for nap, but no swaddles.

Only infants with a sleep exemption form filled out and it is medically necessary will be allowed to sleep on their stomach.

Infants will not be woken from their nap unless they have a doctors note with a medical reason or it is longer than 3 hours.

All other children: All children must have a nap mat to sleep on. They may have a sheet, blanket and toy. No Sleep sacks for mini toddlers and up. All items remain at school during the week and are returned over the weekend to be washed. Children must be spread apart to allow for walking distance. After 30 minutes once all the children are down if a child is still awake they may be given a small quiet activity to do. Those in PreK and Kinder still have rest time, but will be given a quiet activity if awake after 30 minutes of resting. Children will be allowed to sleep until they wake up. They may not sleep over 3 hours.

## **29) Water Activities**

Water activities at our school include sensory table water play and wading pools before the summer. Over the summer, we include these activities daily.

Sensory tables are changed and disinfected every day when water is involved. The water is dumped after the morning session and disinfected before the afternoon session or the following school day. Children will not be allowed in the water table with open wounds, sores, and rashes. Children will be supervised closely during this time.

Wading pools and waterslides for the summer may be used. Water is filled daily and children with sores, rashes, and open wounds will not be allowed in the water. The pools as well as disinfected daily. Ratios around water play change as the children require more supervision and we will maintain those ratios as mentioned in the TX Minimum Standards for Child-Care Centers.

## **30) Field Trips**

Children in PreK -1<sup>st</sup> grade will attend field trips. Each child will need a parent or other adult to attend these field trips with them. Field trip notice will be given at least 2 weeks in advance. No siblings will be allowed to attend. All rules and expectations will need to be followed when on field trips. Children will wear the designated field trip shirt while on the trip.

## **31) Inclusivity**

While at Kiddie Krafts we want all children and families to feel welcome. We will make sure we have reasonable accommodations for children who need it. We have speech therapists come in to work with children and do evaluations .If your child is needing another therapy or evaluation we will work together to help your child. We want all children to feel successful and thrive in our learning environment. If we feel that your child may benefit from another environment, we will communicate and reach out.

## **32) Child Abuse and Neglect**

Teachers are required to report any suspicions of child abuse and/or neglect. Teachers are required to go through training annually on abuse and neglect. We are here to protect our children and any signs will be reported.

### **33) Refund Policy**

The registration fee for school and camp is non-refundable. The first month's tuition is non-refundable as well and due at time of registration. Refunds will not be given except for extenuating circumstances.

As a director, my door is always open and you may always feel free to come to me with any concern/question that you may have about our program or your child. Please don't hesitate to reach out!

### **THANK YOU FOR TRUSTING YOUR CHILD WITH US!**

**We can't wait to have your child at Kiddie Krafts Preschool! Please know that they will have a wonderful experience! We will enjoy getting to know you and your child. Thanks!**