Katy GT Academy

Parent Handbook
&
Policy Manual

REVISED 2026

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Welcome

Dear Parents,

Welcome to the Katy GT Academy (KGTA)!! We are pleased that you have enrolled your child in our program. We want you to be a part of our Academy and your child's education. We ask that you look over this parent handbook and keep it handy for future reference.

The Academy has established a number of policies concerning program and classroom practices. These guidelines comply with state licensing standards and reflect input from KGTA Advisory Board, teachers, and parents. The policies and procedures described in this handbook provide a clear description of what parents may expect of KGTA and what KGTA expects of parents.

Our goal is to provide exemplary services to you and your family.

If you have any questions or concerns, please communicate with us.

Sincerely,

Katy GT Academy

Address:
21020 Highland Knolls Dr. Suite #6
Katy, Texas 77450

Telephone Number:
281-646-7360

E-Mail: general@katygtacademy.org
Website address: www.katygtacademy.org

Katy GT Academy Overview

Mission

Our mission at KGTA is to provide exemplary service for the children of Katy area families by offering a model program tailored to ensuring children get a quality education.

Philosophy

The philosophy of the KGTA is based on the belief that each child is a worthy individual endowed with unique capabilities and talents. A warm, loving environment, combined with well-trained and creative staff, stimulates a child's physical, social, emotional, and intellectual development. Our primary mission is to provide quality care to children in a safe, healthy, and nurturing environment.

We provide a happy environment with a pleasant and comfortable atmosphere where children can build trust with the adults who care for them. They feel secure in the knowledge that they are loved and wanted, and they receive the appreciation, respect, and acceptance they need.

We believe parents are the most important adults in a child's life, and work to strengthen those relationships. Our program is intended to reduce stress for working parents by encouraging them to become an integral part of our program. Together we can provide positive experiences for young children.

We believe in a developmental learning philosophy in which learning is encouraged through play. Within the program's daily schedule, each child has the opportunity to create, explore, and learn problem solving and critical

thinking skills through self-initiated and teacher-directed activities. We provide a world that is child-oriented and planned so children can develop at a rate meeting their individual needs. We also establish routines that children can cope with and understand.

We teach children to understand and accept each other and to resolve difficulties without feelings of anxiety or guilt. We develop each child's positive self-concept through an environment designed to foster a sense of independence and responsibility.

Our staff is the heart and soul of our philosophy, so we employ and retain the best in the field. We support our teachers with the necessary training and require them to continue to grow professionally – benefiting them while further developing the children care program.

Statement of Commitment

As individuals who work with young children, we commit ourselves to furthering the values of early childhood education. To the best of our ability, we will:

- Ensure that programs for young children are based on current knowledge of child development and early childhood education
- Respect and support families in their task of nurturing children
- Serve as an advocate for children, their families and their teachers in the community and society
- Maintain high standards of professional conduct
- Recognize how personal values, opinions, and biases can affect professional judgment
- Be open to new ideas and be willing to learn from the suggestions of others
- Continue to learn, grow, and contribute as a professional

Core Values

Standards of ethical behavior in early childhood care and education are based on commitment to core values that are deeply rooted in the history of our field. At KGTA, we have committed ourselves professionally to:

- Appreciating childhood as a unique and valuable stage of the human life cycle
- Basing our work with children on current knowledge of child development
- Acknowledging and supporting the close ties between the child and family
- Recognizing that children are best understood and supported in the context of family, culture, community, and society
- Respecting the dignity, worth, and uniqueness of each individual child, family member, and colleague
- Helping children and adults achieve their full potential in the context of relationships that are based on trust, respect, and positive regard
- Fostering an appreciation for and building a natural connection between the arts and learning

American Disabilities Act (ADA)

Katy GT Academy complies with the Americans with Disabilities Act (ADA). This federal law passed in 1990 requires that every business offering services to the public not discriminate against a person based on a disability. Acceptance of enrollment is not based on a child's or parent's disability unless needs cannot be met on "reasonable accommodations." KGTA makes every attempt to reasonably accommodate children and parents in a typical childcare setting.

Non-Discrimination Policy

The KGTA does not discriminate against any child or family based on race, color, national origin, sex, religion, or disabilities. Reasonable accommodations will be made to provide services to all children enrolled in our program.

State of Texas Minimum Standards

Katy GT Academy operates under the guidelines set forth by the State of Texas Department of Family and Protective Services. A copy of these guidelines can be found online at:
https://www.dfps.state.tx.us/child_care/child_care_standards_and_regulations/

Katy GT Academy Policies

Hours of Operations

KGTA operates Monday through Friday from 7:00 AM to 6:30 PM.

Holidays and School Closings Policy

KGTA follows the school calendar of the Katy Independent School District. We also follow the cancellation policy. If KISD cancels class, opens late, or closes early due to inclement weather conditions, KGTA will do the same. There will be no refund or credit given against the monthly tuition fee for any such closing. In the event of an early closing due to inclement weather, you agree to arrange pick up for your child promptly. In the event of an unexpected closing, we will notify parents by email, and the change will be posted on the home page of our website.

KGTA observes following holidays and will be closed to allow our staff to celebrate with their families. There is no decrease in tuition for these holidays.

- New Year's Day
- Memorial Day
- Good Friday
- Independence Day
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Eve and Christmas Day

Check In/Check Out Policy

You are required to sign your child in and out of the program each day using our electronic system. This record is proof that your child is on site and is used in emergency situations. If a child is to be picked-up by someone other than a legal guardian, prior written notification is required. As legal guardian, you should provide the Center with the names of persons authorized to pick-up your child in case of illness or emergency. A photo ID is required for anyone picking-up a child. If either parent is not allowed to pick-up the child, a court order must be part of the child's file.

For Montessori Children:
You will sign your child in and out each time they are on campus by using the keypad next to the office door. Your PIN is the last four digits of the primary phone number we have on file. If you have any trouble, notify the office.

1. Press **CHILD** button
2. Enter your **PIN**
3. Verify displayed name is correct and press **OK**
4. Screen will display <<Child's Name>> IN and the time
5. Repeat these steps to Check Out

Visitor Policy

Any visitor to KGTA must:

- Sign in at the front desk & get a visitor's badge
- Provide identification
- Have an approved purpose for a limited visit
- Be courteous of the classroom schedule and activities

Parent Volunteers

KGTA always welcomes parent volunteers. We value parents and appreciate your support and dedication to the children as a role model. Getting involved provides a multitude of benefits to the volunteer by meeting new people who share common interests and by providing a stronger community for everyone.

If you would like to volunteer, please contact the office. Each volunteer will need to have a background check and fingerprinting done before being scheduled to serve in a classroom.

Child Release Policy

KGTA cannot release any child to an unauthorized person; therefore, we must emphasize the importance of keeping the information current and accurate for your child's school records. State licensing requires that any request for a new person to be added to your child's pickup list be made in writing and delivered by the parent to KGTA. Children are released only:

- To an authorized parent/guardian
- To a person authorized by written permission from the parents
- To an authorized person with a picture I.D. and/or other identification
- To an authorized sibling 18 years of age or older

Confidentiality Policy

KGTA maintains confidentiality and respects the family's right to privacy, refraining from disclosure of confidential information and intrusion into family life. However, when we have reason to believe that a child's welfare is at risk, we will share confidential information with agencies, as well as with individuals who have legal responsibility for intervening in the child's interest.

Disclosure of children's records beyond family members, program personnel, and consultants having an obligation

of confidentiality shall require familial consent (except in cases of abuse or neglect).

Photograph & Artwork Policy

As part of our educational program at KGTA Montessori, we publish pictures of school events and student's work on our website: www.katygtacademy.org. In addition, pictures are sometimes published in local newspapers and/or in various other publications. We strictly adhere to the following guidelines:

- No individual photos of your child will be published without additional consent
- No personal information about any student will be published

Suspected Child Abuse/Neglect Reporting

State law requires all staff members to report suspected child physical, emotional and sexual abuse, and neglect. Staff members who suspect any case of child abuse or neglect must immediately report it too directly to Childcare Licensing and to our Director. Once the case has been reported, the Department of Family and Protective Services will investigate and notify the school. The DFPS Statewide hotline is 1-800-252-5400.

Preventing and responding to abuse and neglect of children requires:

Staff Training

Katy GT Academy will provide training for all staff on the identification and reporting of suspected child abuse and neglect each program year. The director will provide this training for new staff at an orientation within 7 days of their hire date. Any new staff hired during the school year will document such orientation in the employee's file. All employees must complete at least one hour of annual training from the Department of Family and Protective Services Website: https://www.dfps.texas.gov/Training/Reporting/default.asp or other source including but not limited to face to face and /online training.

Parent Education

The Child Abuse and Neglect Policy will be given to all parents at Parent Orientation in the operational policies handbook. The policy will be discussed with parents at the time they receive it. Parents can take the online training on the prevention of abuse and neglect by visiting:
https://learninghub.dfps.texas.gov/course/index.php?categoryid=9

Additional resources can be found from the National Association for the Education of Young Children and the Department of Family and Protective Services Community-Based Child Abuse Prevention Program (CBCAP Program).

The CBCAP program makes parents aware of prevention services in their communities and encourages them to use them. It also strengthens community and parental involvement in child abuse prevention efforts. CBCAP funds a variety of contracts with community-based organizations to provide child abuse and neglect prevention services. These include Respite and Parent Education, Fatherhood and Leadership for Effective Parenting, Multidisciplinary Approach to Prevention Services, Family Support program, as well as various special initiatives. These include the Help for Parents and Hope for Kids campaign, which reaches out to parents with advertising and inspirational testimonials, and gives them a website: http://www.helpandhope.org (to connect them with prevention and support services statewide.)

How do I know if it is abuse or neglect?

DFPS uses definitions of abuse and neglect found in the Texas Family Code (TFC):
http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.261.htm

DFPS defines abuse and neglect as the following acts or omissions by a person:
Physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including any injury that is at variance with the history or explanation given. This does not include an accident or reasonable discipline by a parent, guardian, or managing possessory conservator that does not expose the child to a substantial risk of harm.

Sexual conduct harmful to a child's mental emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of young child or children under Section 21.02, Penal Code, indecency with a child under Section 21.11, Penal Code, sexual assault under Section 22.011, Penal Code or aggravated sexual assault under 22.021, Penal Code.

Mental or emotional injury to a child that results in observable and material impairment in the child's growth, development, or psychological functioning.

Neglect includes the following acts or omissions by a person:

- Placing a child in or failing to remove a child from a situation in which a reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition, or mental abilities that results in bodily injury or a substantial risk of immediate harm to the child.
- Failing to seek, obtain, or follow through with medical care for a child with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury or with the failure resulting in an observable and material impairment to the growth, development, or functioning of a child.
- The failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

What if I am not sure if it is neglect?

While it would be ideal to have a clear-cut guide that would determine whether any given situation constitutes abuse or neglect, many factors determine whether a situation warrants an investigation. When in doubt, always err on the side of the child's safety by making a phone or internet report to the Texas Abuse Hotline.

Texas Department of Family and Protective Services
701 W. 51st Street
Austin, Texas 78751
P.O. Box 149030
Austin, Texas 78714-9030
State Office Contact Number: 512-438-4800



Reporting Abuse, Neglect or Exploitation

Texas Department of Family and Protective Services

Reporting Abuse and Neglect

The law requires any person who believes that a child or person 65 years or older or an adult with disabilities is being abused, neglected, or exploited to report the circumstances to the Texas Department of Family and Protective Services (DFPS) Abuse Hotline. A person making a report is immune from civil or criminal liability, and the name of the person making the report is kept confidential. Any person who suspects abuse and does not report it can be held liable for a Class-A misdemeanor.

Additional reporting requirements apply to teachers and other professionals. A professional must report suspected abuse or neglect of a child within 48 hours of suspecting the child has been or may be abused or neglected. (TFC 261.101 (b)* A professional cannot delegate this duty to another person to make the report. Reporting suspected child abuse makes it possible to protect the child and for a family to get help.

For life threatening or emergency situations,
call your local law enforcement agency or 911 immediately, and then make a report to DFPS.

There are two options for reporting abuse, neglect and exploitation to the Texas Department of Family and Protective Services.

By Phone: Call the Abuse Hotline, 24 hours a day, 7 days a week, toll-free **1-800-252-5400** from anywhere in the US to report abuse or neglect that occurred in Texas.

By Secure Internet Website: From your internet browser, go to https://www.txabusehotline.org. When you get to the web site, there will be directions to the links to report abuse or neglect against children or to report abuse against elderly or disabled adults. Recent improvements to the site include a registration page, ability for the user to print the report, left side navigation, and spell check. If you have trouble or questions about making a report on the website, call (512) 929-6784 or **1-800-252-5400** for help. (You MUST include the "s" in "https://" to access the site.)

Types of Abuse/Neglect/Exploitation

What is Abuse?

- Abuse is mental, emotional, physical, or sexual injury to a child or person 65 years or older or an adult with disabilities, or failure to prevent such injury.

What is Neglect?

- Neglect of a child includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.
- Neglect of a person 65 years or older or an adult with disabilities results in starvation, dehydration, over- or under-medication, unsanitary living conditions, and lack of heat, running water, electricity, medical care, and personal hygiene.

What is Exploitation?

- Exploitation is misusing the resources of a person 65 years or older or an adult with disabilities for personal or monetary benefit. This includes taking Social Security or SSI (Supplemental Security Income) checks, abusing a joint checking account, and taking property and other resources.

Information that is helpful to have on hand when filing an abuse report includes (if known):

- The name, age, and address of the child or person 65 years or older or an adult with disabilities.
- Your name and contact information.
- A brief description of the situation and the child or vulnerable adult.
- Current injuries, medical problems, or behavioral problems.
- Parents' names and names of siblings in the home (for a child).
- Names of relatives in or outside the home and name of perpetrator (for an adult).
- Explain how you know about the situation.

* Texas Family Code Chapter 261.101 (b)

Procedures & Guidelines for Enrollment

Eligibility

Children are admitted into KGTA programs without regard to sex, race, religion, or national origin. Parents desiring admission of their children must complete an application package. Until all forms are complete with information and signatures, a child cannot be admitted into KGTA programs.

KGTA Montessori enrolls all children 18 months to 5 years old, and children 5 years old to 12 years old for the Afterschool and Summer Camp Programs.

Application

All children must be enrolled at KGTA before attending. Once the decision to enroll is made, families must complete the following, sign where applicable, and return these documents to the Academy prior to the child's first day of attendance:

- Registration Fee & Supply Fee per child as indicated by the tuition schedule
- Enrollment Agreement
- Admission Information
- Discipline and Guidance Policy
- Current Immunization record (Not required for children enrolled in Katy ISD)
- Current Health Assessment with a physician's signature (Not required for children enrolled in Katy ISD)

As long as a child remains enrolled at KGTA, all information in the file must be up-dated and current or enrollment may be subject to termination.

Parents must also participate in the following before the enrollment process is complete:

- Program orientation
- Parent Handbook review
- Meet the teacher

Room Assignment

Placement of a child in a classroom is determined by age and developmental level. We want your child to be placed where his/her needs are met and their interests challenged. While we do accept input from parents about room assignments, the KGTA Director and Teachers will make the final decision based on what is best for the child, other children, teachers, and the Academy.

Vacation Weeks

During the 12-month contract agreement, 2 weeks may be designated as vacation weeks. Payment is not required for these weeks provided your KGTA account is current. The vacation time cannot be used one day at a time; it must be used in 5 consecutive business day intervals. If the 5 consecutive business days occur over a 2-week period and the child attends part of each week, tuition will only be charged for one week and the second week will be designated as a vacation week. KGTA needs to have the vacation time off requests submitted in writing prior to the child taking the actual time off.

Classroom Management

Curriculum Goals

The early years in a child's life set the tone for future learning. Our goal at KGTA is to stay current on research in child development so that we are able to build a foundation for each child that lasts a lifetime. Our curriculum is

designed with specific objectives for each age level with the following goals incorporated into every classroom:

- Developing safe and healthy habits in young children
- Fostering positive self-esteem
- Providing opportunities for creative expression
- Supporting the development of social skills
- Stimulating cognitive problem-solving skills
- Strengthening communication skills necessary for listening, reading, writing, and speaking
- Assessing the individual needs of each child

Consult with your child's teacher for specific objectives addressed in each classroom.

Weekly Lesson Reviews

On-going assessments will be conducted throughout your child's time with us. These assessments are used to determine the weekly lesson plans for the whole class and to help develop individual curriculum goals for your child. Each teacher designs classroom lesson plans around the emerging skills of the whole class. There are also plans for Individualized skill building for those children who need help or challenge with emerging skills. The weekly plans are built around the developmental domains with the teacher choosing five assessment items from each domain. There is an objective and activity for each item.

A weekly review of the lesson is available for parents through email and will be sent home every Friday or daily depending on the class in which your child attends. We encourage parents to support the activities and to practice the vocabulary each week; it is also helpful for parents to read the same books with their child and to sing the songs and finger plays. Children learn by repetition.

Assessments

At KGTA, an assessment will be administered onsite to determine your child's developmental age upon enrollment and thereafter throughout the year. The assessments are shared with parents during Parent/Teacher scheduled conferences. The child's assessments will be used to:

- Identify children's interests and needs
- Describe the developmental progress and learning
- Design classroom curriculum and adapt teaching practices
- Communicate with families
- Arrange for referrals when indicated

Referrals

When program staff suspect that a child has a developmental delay or other special need, this possibility is communicated to families in a sensitive, supportive, and confidential manner with documentation and explanation for the concern, suggested next steps, and information about resources for assessment. Identifying children with disabilities or delays early helps minimize or prevent future problems. All screening referrals will be kept strictly confidential and will be used only to help access appropriate care as needed.

Technology Policy

KGTA uses technology to extend learning within the classroom and to integrate and enrich the curriculum. The use

of passive media (television and video) is limited to developmentally appropriate programming.

Enrichment Activities

Children are offered opportunities to engage in enrichment programs that enhance their development. These classes are held at the Academy. Please see the schedule of Enrichment Activities for more information.

Classroom Guidelines

Teaching staff develop individual relationships with children by providing care that is responsive, attentive, consistent, comforting, supportive, and culturally sensitive.

Attendance – Arrivals & Absences

Toddler and preschool classrooms begin curriculum instruction at 8:30 AM. In order for children to receive the full benefit of our program and to participate with the group activities, we ask that you have your child here by this time. If there is a special circumstance such as a doctor's appointment requiring arrival after 10:00 AM, please check with the Academy/Teacher and receive special permission for late arrival before bringing your child to the Academy.

Call the Katy GT Academy & Montessori (281-646-7360) no later than 10:00 AM if your child is going to be absent that day (10:00 AM is the time the daily lunch count is made). A full week's tuition is due even if a child is absent one or more days during the week. If you enroll your child for part time (i.e. two or three days per week) at KGTA, you may not switch the days your child attends without prior approval from the Director and Teacher.

Naptime

For KGTA Montessori children we provide a supervised sleep or rest period after lunch for all of the children. During the Summer Camp, we provide a supervised sleep or rest period after lunch for children 5 and 6 years old.

Birthday, Celebrations & Holidays

The Academy celebrates the children's birthdays in age-appropriate ways in the classroom. The birthday celebration, however, is purposefully kept simple.

Food brought from home must be approved for sharing. Parents may bring cake/cookies/cupcakes that are store-bought and labeled with the ingredients (this is a Texas child Care Licensing Minimum Standard Rule www.dfps.state.tx.us). These will be served during afternoon snack time, and parents are welcome to join the children.

The child's birthday observance at the Academy is not intended to take the place of each family's special observance at home. If you do decide to provide a birthday treat for the class, be mindful that:

- No gifts are to be exchanged
- No treat bags or party favors are to be distributed in the classroom.

Birthday party invitations for parties away from the Academy may be distributed at school only through the classroom teacher. If you do not want your child's birthday celebrated, please notify the Academy in advance in writing.

KGTA does observe traditional, national, cultural, and seasonal holidays with activities that are educationally oriented and developmentally appropriate. Every effort is made to be culturally sensitive.

Please share with the Academy staff any celebrations that are important to your family, so that these too may be included in our classroom planning.

Bringing Items from Home

Children frequently want to share with their class nature items and treasures from home. Such items are especially welcomed if they support the topic being studied. It is always a good idea to check with a child's teacher first before bringing objects to the Academy.

We discourage children from bringing toys from home; although, some teachers will allow items of comfort, such as a soft cuddly stuffed animal, to be brought to school to help a child sleep more comfortably (please check with the teacher first). When a child brings a toy from home, it is sometimes difficult for them to share and the toy could get lost or broken. The staff will not be responsible if these items are lost or damaged.

The Academy does not allow, at any time, toys of violence like guns, swords, or violent action figures.

Children's Clothing

Your child should be dressed in play clothes that are durable, comfortable, and appropriate for play and for the season. We will go outside daily, weather permitting.

Because a wide variety of activities take place at our Academy, we recommend clothes that allow for freedom of movement. Many of your child's favorite activities may tend to be a little messy, like finger painting and digging in the dirt, so again make sure the child's clothes are suitable.

At KGTA children's safety is of great concern; therefore, we ask that you send your child to school wearing sturdy shoes that support the feet properly and protect the toes. Sneakers with socks are the best. Children are not permitted to wear open-toed sandals, clogs, crocs, and flip-flops on the playgrounds because they are dangerous for running and climbing.

We ask that you provide a complete change of clothing for your child to be left at school, including shoes and socks. In order to avoid confusion and lost items, label each article of clothing.

Discipline & Guidance

At KGTA the purpose of discipline is to help children develop self-control and to become responsible for their own behavior. Knowing what behavior is appropriate or acceptable in a situation is an important skill. We are committed to helping children learn to express feelings appropriately, to consider other people's feelings and to negotiate their own conflicts.

We use non-punitive methods of discipline, which are directly related to the child's behavior and encourage the child's participation. We ask the children to think about the problematic behavior and to find ways to remedy the situation. Teachers like to work closely with parents to understand each child, and to determine which methods work best for that child. Thus, teamwork with parents is very important.

If a child exhibits continually disruptive and unsafe behavior that is not resolved through appropriate behavior management strategies, the teachers will discuss the situation with a supervisor and the parents to develop an action plan. All reasonable attempts will be made to work with the child and the family to resolve the behavior problem. Staff will keep parents informed of the progress made. Referrals to community resources or an outside

evaluation may be suggested.

If a parent refuses to work with the staff in resolving the problem and/or the behavior problem persists resulting in a chronic situation requiring greater need for care than the KGTA teachers can provide, then the child's enrollment may be subject to termination.

The KGTA discipline/ guidance policy complies with the Texas Administrative Code and Minimum Standards for Child-Care Centers 2003 § 746.2801- § 746.2813 Subchapter L.

Suspension & Expulsion

In extreme cases, when a student or parent willfully violates KGTA policies, procedures and/or the law, it may be necessary to suspend or expel a student from our program.

Suspension is the temporary exclusion for the KGTA programs. Suspension will be for a set period and will be indicated at the time of the discipline. If the student is enrolled in the After School Program, during this time parents will be responsible for transporting their child to and from school.

Expulsion refers to the permanent ban on attendance to KGTA programs.

In both instances, tuition will be due and no refunds will be given.

Termination of Enrollment

Katy GT Academy reserves the right to revoke enrollment for any child when there is willful disregard of the rules set forth in this Handbook. A decision to terminate enrollment will be based on whether it is in the best interest of the child, the other children in the program, and/or the overall operation of KGTA. Every effort will be made to correct the problematic situation before a final decision is made.

Actions will be taken according to the following schedule:

- 1st Offense of Student – Verbal Warning
- 2nd Offense of Student – Parent/Teacher Conference
- 3rd Offense of Student – Written Warning to Parents
- 4th Offense of Student – Termination of Enrollment

- 1st Offense of Parent – Verbal Warning
- 2nd Offense of Parent – Termination of Enrollment

Some of the reasons for Termination of Enrollment include, but not limited to, the following circumstances:

- Abuse of children, staff, or property by the child or parent
- Disruptive or dangerous behavior by child or parent

- Continued violations of KGTA policies
- Our inability to meet your child's needs
- Ignoring state licensing rules and regulations
- Aggressive, loud, and argumentative interactions with an Katy GT Academy employee
- Sexual harassment
- Hostile phone calls, voice mails, faxes, or email communications
- Not keeping your account current

Transportation

As part of the Katy GT Academy After-School Program, we provide transportation from Katy ISD Schools to KGTA. We strictly follow the following guidelines:

- All staff is required to complete Transportation Training which complies with the TXDFPS Minimum Standards
- We do not provide transportation to or from home
- Children measuring below 4'9" or under the age of 8 years old is required to ride in a booster seat at all times
- Parents may be required to provide a booster seat
- To transport your child, we must have a current year's Authorization for Transportation (found on the Admissions Form) on file and in all KGTA vehicles. We will not transport your child if we do not have a signed Authorization for Transportation
- On field trips, parents may not drop off or pick up their child from any location other than Katy GT Academy

Tuition, Fees & Payments

Tuition

KGTA tuition fees are calculated by factoring in regular school days, as well as early dismissal and school holiday for the After School Program. All fees must be paid in advance of services being provided. The tuition fees are due BEFORE the 1st day of the month and are considered late after the 3rd day of the month.

Each month you will receive an email invoice. Then at the end of each calendar year, the Academy will furnish a report, for income tax purposes, of all tuition and fees paid for each child. Should you find a discrepancy, please contact the office immediately.

Montessori tuition includes AM snack, lunch, and PM snack. Afterschool Program Tuition includes a PM snack. Summer Camp and Other Programs will provide snacks and/or lunches as indicated in their respective schedules. There is no tuition discount for children who bring their own snacks and lunch.

Payments

We accept the following payment methods:

- Cash
- Check
- Cashier's Check
- Money Order
- Chase Quick Pay to: general@katygtacademy.org

There is a $25.00 fee assessed for any returned checks. If this happens twice, KGTA requires that all future payments be made with a money order only. All fees are non-refundable.

Late Payment Fees

A late fee will be assessed to an overdue account. Late fees: $5.00 plus $5.00 for each day that a tuition payment is late. Failure to pay on time may result in termination of your child's enrollment. If an account is past due, enrollment contracts cannot be renewed. There are no discounts/reimbursements for days missed due to illness, absences, vacation, or the Academy being closed for holidays or emergencies.

Rate Increases

Parents will be informed of current rates when children are enrolled. If there is an increase in rates, parents will receive one month's notice regarding the new rates. Parents are responsible for keeping the account current.

Sibling Discounts

We offer a 10% discount to families with more than one child enrolled in KGTA. All students eligible for a discount must be enrolled in a Full Time (5 Day) Program. Part Time (Less than 5 Day Program) Students are not eligible for Sibling Discount. Discount will be given on the lesser amount of tuition.

Late Pick-up Fees

Late fees are added to your account if you fail to pick up your child on time. The fee is calculated at:
$25.00 for any part of the first 5 minutes
An additional $20.00 for any part of the next 5 minutes
And, $1.00 for each additional minute after 6:40 PM.
Repeated failure to pick up your child on time can result in enrollment termination.

If we have not heard from the parent and we have not been able to contact other authorized persons listed on the child's enrollment form by 7:00 PM, we are required by law to consider a child abandoned and to call the police.

Diaper Fee

In the event your child needs a diaper change and you have not provided one, a $3.00 Diaper Fee will be added to your account.

Financial Responsibility

We make every attempt to keep our tuition as low as possible for our families. Unpaid tuition puts a stress on our program and causes us to raise our rates. Please understand that should a family leave KGTA with a balance, we

will use legal means to collect any unpaid amount.

Refunds

Tuition refunds are issued only under the following circumstances. A credit is issued 7-10 days after the request.

- Proper withdrawal procedures have been followed and the family has a credit
- A processing error on behalf of KGTA
- Under no circumstances are Registration or Supply Fees refundable

Termination of Enrollment by Parent

Two-week's notice is required for cancellation or withdrawal. Parents who do not provide the Academy with the minimum notice must pay fees for two weeks after notice is given, even if the child no longer attends. Cancellation negates the privilege of priority registration for the next enrollment period. Cancellation of the Enrollment Agreement must be:

- Requested in writing
- Two weeks prior notice
- Approved by the Director

Health & Safety

Immunization Policy

Immunization records are required for all children who do not attend public school. By law, each child must be immunized and stay current on immunizations. The State of Texas requires that KGTA keep a copy of your child's immunization records on file. Please see the Immunization Schedule at the end of this document. Katy GT Academy will notify you via email and letter home with your child when immunizations are due.

Hearing & Vision Screening

The Vision and Hearing Screening Program, Texas Health and Safety Code requires that all children enrolled for the first time in any public, private, parochial, or denominational school or in a Department of Family and Protective Services (DFPS) licensed child-care center and licensed child care home in Texas, or who meet certain grade criteria (specified below), must be screened or have a professional examination for possible vision and hearing problems.

The requirements for **VISION AND HEARING SCREENING** apply each year for children enrolled in any licensed child-care center and licensed childcare home or school program at the ages or grades listed below:

WHO MUST BE SCREENED	WHEN SCREENING MUST BE DONE

● 4-years-old by September 1st ● Kindergartners ● Any other first-time entrants (4 years through 12th grade)	Within 120 days of admission

Staff Vaccine Policy

Texas state law does not require childcare staff to be vaccinated.

Accidents, Emergencies and First Aid

Each Katy GT Academy Staff member is training in Adult and Pediatric CPR and First Aid. We work hard to provide a safe environment for the children at all times. However, part of growing up can include bumps and bruises. Our Academy is equipped with simple first aid supplies and if a child has a minor accident, the staff will provide appropriate first aid to the child.

At any time your child becomes ill or has been involved in an accident, an Accident/Illness Incident Report will be filled out by the witnessing staff member. We require that a parent signs the form that will be kept in our records and a copy will be provided to you.

If a child has a serious injury, a trained staff member will provide first aid and you will be contacted to pick up your child. If there is an emergency requiring immediate medical attention, 911 emergency personnel will be called and the parent and/or the child's physician will be notified. If a child needs to be transported by an ambulance, a staff member will accompany your child if the parent is not available. When the parent is unavailable, alternate names in the child's file are contacted as well.

Hygiene

Every effort is made by the KGTA staff to prevent the spread of germs. We strive to maintain the highest standards of cleanliness, which includes required hand washing for children and teachers and instruction in hygiene to help minimize the spread of germs.

Illness – 'Symptom Free' Rule

One of the most serious challenges facing group care situations for young children is preventing illness.

KGTA uses the following guidelines to protect your child as well as others from contagious illness. We realize that this can sometimes be an inconvenience for parents, but we trust that you will understand the necessity for such a policy.

One of the best ways to prevent the spread of disease is to have strictly enforced standards regarding the exclusion of ill children. We need your help for this. Do not bring ill children to the Academy, and if your child becomes ill at the Academy, please pick the child up immediately.

If any of the following conditions occur while your child is in attendance, you will be notified and your child must be picked up from the Academy as soon as possible:

- Fever, armpit temperature of 99.4 degrees or greater
- Vomiting
- Diarrhea
- Head Lice

- Symptoms of an infectious disorder such as ringworm, pink eye, etc.
- Any other condition deemed necessary by the Director/Teacher for the well-being of your child and the other children enrolled
- The illness prevents the child from participating comfortably in facility activities
- The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children

If your child is diagnosed with a communicable disease, please notify the Academy. It is important for us to be aware of what children may have been exposed to so that we can communicate this with other parents.

The 24-Hour 'Symptom Free' Rule

The Academy's policy requires that your child be free of symptoms of illness: fever, diarrhea, or vomiting for at least 24 hours. 'Fever-free' means without medication for fever reduction.

Please keep in mind that if we send your child home because of illness, the child will not be admitted to the Academy the next day because the 24-hour period will not have elapsed. Do not rush a child's return to school following an illness. The Academy reserves the right to require a doctor's statement before the child can be re-admitted to the Academy.

Medication

In order for KGTA staff to administer medication, we must adhere to the following: (www.dfps.state.tx.us) The parent must sign an authorization form and include the dates and times for the Academy to administer the medication and these directions must follow the label directions.

- All medication must be in the original container and labeled with the child's name.
- If it is over-the-counter medication, it must state the amount to be administered by child's age and/or weight.
- All medicine must be labeled with the date (if prescribed) or the date brought to the Academy.
- The medicine must include directions on how to administer the medication.
- If the medication is prescribed, the name of the physician prescribing the medication must be on the container.
- All medications must have an expiration date and we cannot administer medication after the expiration date.
- The medicine can only be administered to the child for whom it was intended.
- Expired medication will not be administered under any circumstance.
- KGTA Staff members will notify the parent of any adverse reaction to any medication.

Serious Medical Emergency

Each of our staff members have been trained in CPR and First Aid for infants and adults. If ever a child in the care of Katy GT Academy has a medical emergency, our staff will follow the following process for getting help as quickly and safely as possible:

- As soon as the serious medical emergency is identified, 911 will be called.
- Once 911 has been called, the parents will be contacted according to the information given on the Admission Form on file for your child.

- In the case that we are unable to contact either parent, the Emergency Contact listed on the Admission Form will be contacted.

- In the case transportation by ambulance is necessary, a member of the Katy GT Staff will accompany the child if the parent is not present.

Nutrition

If a child requires a special diet, you must provide the food from home and your child's file must include a signed statement that KGTA is not responsible for the nutritional value of the food brought from home or for meeting the child's daily food needs. In addition, if a child requires diet modifications for health reasons we must have written approval from a physician or registered-licensed dietician. Any food or beverage brought from home must be labeled with the child's name and date.

Food Allergies

In accordance with state law, if your child has any severe food allergy, we must keep a Food Allergy Emergency Action Plan in file. This form needs to be completed and signed by your child's physician. A copy of this form is available on our website at: www.katygtacademy.org

Meals

Monthly menus are carefully planned. Copies of the menus are available at the front desk and are posted on the parent board in the front lobby and on the KGTA website.

We begin serving lunch at 11:30 AM and the lunch count is based on the number of children at the Academy by 10:00 AM. Please call the Academy if your child will be late or absent. The Academy does enforce a no candy rule in the classrooms. Our goal is to maintain the quality of the child's daily nutrition and we ask that parents join us in this effort to promote healthy children.

Emergencies & Relocation Policy

KGTA places a high priority on being prepared for a variety of emergencies that may arise. We have set up an emergency plan as follows:

- Stay informed – KGTA staff monitors alert statuses of any kind on a daily basis. When an alert is in a heightened state (for weather or otherwise), the radio, and internet are checked regularly for breaking information. Assess the situation and act. Upon receiving pertinent information and/or official notification, a decision is made to either move to a predetermined safe area of the building, evacuate, or conduct a shelter-in-place.

- Communication – In the event of an emergency and after the necessary actions are taken, KGTA staff will call parents to inform them of the status of the children and the situation.

- Evacuation – Fire and evacuation drills are held monthly to acquaint the children with evacuation procedures. Evacuation routes are posted in each classroom and in the KGTA lobby. If relocation is necessary, a designated staff member will carry children under 24 months of age who have limited mobility or who otherwise may need assistance in an emergency.

In the event relocation is needed, all children and staff will relocate to:

Child's Play Learning Center
Epiphany of the Lord Catholic Church

Fire Safety Procedures

All faculty members are trained on fire protection and evacuation practices.

- Fire drills are conducted monthly and severe weather drills are performed quarterly
- The director keeps a record of all drills
- In case of emergency or drill, all personnel will leave the building in an orderly manner - Walk, Don't Run
- Teachers will search their rooms and close all doors before leaving
- The Director, or designee, will search all areas within the Center and ensure all occupants have been safely evacuated
- Teachers will refuse assistance from anyone not previously identified as a support person. This does not include Federal Protective Service Police or emergency personnel
- Physically challenged children will be provided assistance to help exit the building
- At the assembly area, teachers will immediately take a head count of each classroom group to ensure that everyone is present and accounted for
- Head Teachers shall report the final head count to the Director or designee
- Names of any missing children or missing personnel must be given to the Command Center
- A face to name roll call will be conducted to ensure all children are present
- Parents will not be allowed to remove a child from the custody of the center during the evacuation
- Once all children are accounted for, parents may be allowed to sign out their children
- Emergency contact information and medical release forms will be kept in an emergency folder located in the main office along with a digital copy stored on a personal handheld device and a remote copy stored in a location away from Katy GT

The KGTA emergency contact phone number: (281) 704-5760

Shelter-in-Place Procedure

In the event of a shelter-in-place decision, each room is equipped with an emergency supply kit that includes all of the items recommended by the Department of Homeland Security. Each room has a step-by-step manual on what to do in a variety of situations.

Severe Weather Emergency/General Procedures

- Stay inside away from windows
- Assume protective posture

- Keep calm and do not get excited
- Use two-way radios or cell phones to monitor the situation and to communicate if further action is necessary
- KGTA will monitor all severe weather

Gang Free Zone

KGTA is located in a gang free zone. A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. For more information about what constitutes a gang-free zone, please consult Chapter 71 of the Texas Penal Code.

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

Parents: The Connection Between School & Home

Parents' involvement in their child's education is encouraged at KGTA in both formal and informal ways. It is important for parents to know what is happening in their child's classroom as well as at the Academy. Please make every effort to stay informed; you are your child's advocate and their most important teacher.

Classroom Parent Information Board

There is a bulletin board located in the classrooms that contains both general and specific parent information. Please make a point to stop by and check the information on the board each day. This will help with the process of communication and connecting parents with the Academy.

Staff

We employ the finest, most talented staff we can find. Each person that comes in contact with your child has been nationally background checked and FBI fingerprinted. Our teachers and staff are CPR and First Aid Certified for Adults and Pediatrics. We require our teachers and staff to have at least 8 hours of continuing education each year and hold several mandatory training sessions throughout the year.

Parent/Teacher Conferences

All parents are encouraged to participate in parent/teacher conferences. These conferences will be held during school hours and at a time that is convenient for both the parents and the teacher. Occasionally a teacher may request a parent conference when there are special concerns in the classroom. We ask that parents respect this request with prompt attention.

Children Programs, Parent Meetings & Classes

KGTA has parent meetings throughout the year. This includes programs the children general meetings, new parent orientations, and program/classroom Open House. Periodically, parenting classes are held in the evening. These classes cover a variety of topics related to the Academy's program and the young child's development.

KGTA Advisory Board

The KGTA Advisory Board is composed of a group of dedicated parents, students, staff, and faculty members. It serves in an advisory capacity to provide support and guidance to the Director.

Parent Resources

KGTA maintains an online resource library for our parents. Other helpful resources for parents can be found at the following web sites; www.parentinginformation.org ; www.zerotothree.org ; www.iamyourchild.org ; www.collabforchildren.org

Parent/Teacher Communications

When you have a concern, please remember: Teachers want parents to be satisfied with the care their child is receiving. Talk to the teachers directly whenever possible, or if you would prefer to talk with the Director of the Academy.

Please realize that if you have a concern with a teacher, the Director will investigate and talk with the teacher about your concern in order to deal with the issue in a straightforward manner. Please give teachers a chance to correct minor issues.

On the other hand, please do not allow concerns to build up. As concerns occur, share them with the teachers. It is disturbing to find out "later" that a parent had a number of concerns and never expressed them.

Sometimes we cannot make the changes you may request due to other restrictions, but we ALWAYS want to hear your suggestions. We promise to consider them seriously and respond to you in a timely manner. If at any time a parent wishes to meet with their child's teacher to discuss issues that may arise, he/she can contact the teacher to schedule a meeting. We do ask that you schedule a conference with your child's teacher to discuss issues in depth, and not try to discuss them during drop-off and pick-up times.

Parent Policy Agreement

As a Katy GT Academy parent, I have met with the Academy's Director and reviewed the KGTA Parent Handbook. I agree to:

1. Comply with and support all KGTA policies and procedures.
2. Be financially responsible, keep my account current, and pay late fees if it is not current.
3. Pay late fees when my tuition is paid after the 3rd of the month.
4. Pick up my child no later than 6:30 PM and pay late fees when I do not.
5. Check my child in and out on the keypad every day.
6. Adhere to the Academy's Illness Policy and the 24-hour "Symptom-Free" rule.
7. Pick my child up promptly in case of an injury or illness while at the Academy.
8. Follow medication-dispensing regulations and complete all necessary forms.
9. Keep my child's immunizations current and provide copies of any updates to the KGTA office.
10. Attend all parent conferences and/or meetings requested by the Teacher.
11. Read all information provided/shared with KGTA parents.
12. Use the KGTA website and Parent Information Boards to stay informed.
13. Cooperate with KGTA Teachers and follow up on medical, dental, or developmental referrals/needs of my

child.

14. Keep all telephone numbers, emergency information and other enrollment information current.
15. Be willing to learn and grow as a child and increase my knowledge of child development. 16.
Provide the Academy with all necessary items needed for my child.
17. Discuss my concerns and keep open communication lines with my child's teacher and the Academy. Doing my best to avoid problems and misunderstandings.
18. Respect all KGTA staff.

I understand that failure to abide by KGTA policies and procedures may result in my child's enrollment termination. Disregard of Academy policies can include:

- Ignoring state licensing rules and regulations
- Not keeping your account current
- Aggressive, loud, and argumentative interactions with an Academy employee
- Sexual harassment
- Hostile phone calls, voice mails, faxes, or email communications

Above all, KGTA reserves the right to maintain a harmonious and safe environment for the children. Our goal is to bring about collaboration between the home and school in ways that enhance your child's development.

2026 - 2027 Texas Minimum State Vaccine Requirements for Childcare and Pre-k Facilities

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements for childcare facilities by the Human Resources Code, Chapter 42.

A child shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a childcare facility in Texas.

Age at which child must have vaccines to be in compliance:	**Minimum Number of Doses Required of Each Vaccine**							
	Diphtheria, Tetanus, Pertussis (DTaP)	Polio	Hepatitis B (HepB)[1]	*Haemophilus influenzae* type b (Hib)[2]	Pneumococcal conjugate vaccine (PCV)[3]	Measles, Mumps and Rubella (MMR)[1, 4]	Varicella[1, 4, 5]	Hepatitis A (HepA)[1, 4]
Zero through two months								
By three months	One dose	One dose	One dose	One dose	One dose			
By five months	Two doses	Two doses	Two doses	Two doses	Two doses			
By seven months	Three doses	Two doses	Two doses	Two doses	Three doses			
By 16 months	Three doses	Two doses	Two doses	Three doses	Four doses	One dose	One dose	
By 19 months	Four doses	Three doses	Three doses	Three doses	Four doses	One dose	One dose	
By 25 months	Four doses	Three doses	Three doses	Three doses	Four doses	One dose	One dose	One dose
By 43 months	Four doses	Three doses	Three doses	Three doses	Four doses	One dose	One dose	Two doses

[1] Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.

[2] A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12 - 14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 - 59 months of age is in compliance with these specified vaccine requirements. Children 60 months of age and older are not required to receive Hib vaccine.

[3] If the PCV series is started when a child is seven months of age or older, or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance:

- For children seven through 11 months of age, two doses are required.
- For children 12 - 23 months of age: if three doses have been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age.
- Children 24 months - 59 months of age: meet the requirement if they have at least three doses with one dose on or after 12 months of age, or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, an additional dose is required. Children 60 months of age and older are not required to receive PCV vaccine.

[4] For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday. Vaccine doses administered within four days before the first birthday will satisfy this requirement.

[5] Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of child) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." The written statement will be acceptable in place of any and all varicella vaccine doses required.

Handbook Acknowledgement – Sign and Return

In an effort to keep our tuition costs as low as possible, a hardcopy of this Parent Handbook and Policy Manual is not provided. A current .pdf version can always be found on our website at:
http://katygtacademy.org/forms__important_information

Please Sign and Return this form to the office during the first week of school.

Handbook Acknowledgement

I, the undersigned, acknowledge that I have received a copy of the Parent Handbook and Policy Manual. While I understand that the Parent Handbook is neither a contract nor a legal document, I recognize that it is my responsibility to read and understand the policies, provisions, and procedures contained in the Parent Handbook.

In addition, I understand that the contents of the Parent Handbook are subject to change. I acknowledge that the Parent Handbook will be revised in accordance with the rules or regulations of state, federal, and accrediting entities, best practices for childcare service providers, or at the discretion of the Minimum Standards for Child Care Centers set by the State of Texas. I recognize that any such revisions will supersede, modify, or eliminate the current contents of the Parent Handbook.

I acknowledge that it is my responsibility to stay informed of policy and procedure revisions to the Parent Handbook, which will be posted on the Katy GT Academy web site at

http://katygtacademy.org/forms__important_information

In the event I do not have internet access, I understand that I can obtain a hard copy of the updated Parent Handbook upon request to Katy GT Academy.

Moreover, I recognize that it is my responsibility to contact the KGTA Program Director for any questions I might have about the contents of the Parent Handbook now and in the future.

_____ _____

Guardian Name (Print) Guardian Signature

_____

Child(ren) Names Registered in Program

_____

Date

This copy to be kept in Student's Folder