



## TUITION POLICY

### EACH PARENT PLEASE INITIAL EACH POINT

\_\_\_ \_\_\_ Tuition will be charged on Friday for the upcoming week.

\_\_\_ \_\_\_ If your payment is made in advance, you will be entered into our monthly drawing for a free week of tuition. Your name will be entered for each pre payment made. Drawings are held at the beginning of each month.

\_\_\_ \_\_\_ A \$35 late payment will be applied to any account with an unpaid balance as of close of business on Tuesday evening.

\_\_\_ \_\_\_ Families out on vacation, or out for general illnesses that have not taken care of tuitions previously will still be charged the appropriate late fee.

\_\_\_ \_\_\_ Payments made and asked to be held must include a \$25 hold fee.

\_\_\_ \_\_\_ Late notice reminders will be sent via inter-center e-mail through the check-in system at the front desk. Please understand that you must check your child in and out daily in order to receive these messages and failure to do so is not the fault of the center.

\_\_\_ \_\_\_ Any account with a balance exceeding the amount of two weeks tuition may cause interruption of care.

\_\_\_ \_\_\_ Late fee charges cannot be waived for any reason outside of immediate family medical emergencies and can only be discussed by appointment. This does not include general illness.

\_\_\_ \_\_\_ If tuition is more than two weeks behind, child care services will be suspended and all future tuition must be paid two weeks in advance before service can continue.

\_\_\_ \_\_\_ Families out for full week may receive a vacation week. You will receive five half weeks per enrollment year, and one free week after one consecutive enrollment year. Tuition Adjustment forms must be completed and payment made prior to the start of your departure.

\_\_\_ \_\_\_ If we receive a returned check you will receive a \$35 NSF fee, after (3) returned checks, the only accepted form of payment will be debit.

Parent Signature: \_\_\_\_\_ E-mail address: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ E-mail address: \_\_\_\_\_ Date: \_\_\_\_\_



## POLICIES REGARDING HEALTH & MEDICATION

In our center we have very specific guidelines for parents to reference regarding health. These policies are intended to be very clear on what health issues would make it necessary for your child to be kept out of school. It is our hope that these policies address all concerns from parents to staff. Administered correctly and fairly, they should protect the best interest of all our children, well or ill, as well as our teachers and staff. But as we do our best to keep the entire center healthy and germ free, we do ask for your help in following these guidelines and policies.

**To preserve the health of all children**, we ask that you not send a sick child to school. Small children in particular are prone to infection because their immune systems are not fully developed. One sick child in the classroom places all other children at risk.

**A child who has a fever should not be sent to school under any circumstances.** A child who is listless or shows signs of illness should be kept home. Children should never be given medication to bring a fever down, and then brought to school. Keep your child at home if you observe any of the following symptoms: 1) Persistent stomach ache, diarrhea, and/ or vomiting (state guidelines use three times during the day); 2) Deep or hacking cough even if fever is not present; 3) yellow or green mucus discharge; 4) a rash that has not been diagnosed by a physician; 5) undiagnosed and untreated pink, swollen, or matted eyes.

**A child can return to school when** fever is gone and temperature has been normal for at least 24 hrs un-medicated and active signs of illness are no longer present. Children do not have to remain away from the center until all secondary symptoms disappear since some nasal and bronchial congestion may linger for several days following a cold or flu, but the child generally will not be contagious. Consult your physician if you have any questions.

**Medications administered by the school follow very strict guidelines.** You must sign in all medications in our medication log. Indicate the dosage clearly, and the prescription number. All medications must be taken home every day. We will not administer one or two a day medications. These are also noted as AM/PM dosages. Our medication times are 11:30 a.m. and 3:30 p.m., this is to keep us on a schedule so we don't miss any medications to be given. We will not give medication at any other time that is not on our rotation. If you have a special need you can discuss this with the front desk. All over-the-counter medication must be accompanied by a doctor's note. Notes are valid for two weeks only. Medicine must be in its original container, and must be labeled with the child's full name and date. We do not dispense expired medication; all expired medication will be returned or discarded.

**It is asked that you please tell the front desk if your child was diagnosed or exposed to a contagious disease.** This gives our staff insight into the symptoms we may be looking for in other children and we post this information for you to be aware of anything going around.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CHILD PROFILE

Childs Name: \_\_\_\_\_ Date: \_\_\_\_\_ Birth date: \_\_\_\_\_

1. Has your child had previous preschool experiences? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Does your child have any nicknames? \_\_\_\_\_
3. What would you like most for your child to experience with us?  
\_\_\_\_\_  
\_\_\_\_\_
4. What does your child enjoy most?  
\_\_\_\_\_  
\_\_\_\_\_
5. Does your child have any particular fears?  
\_\_\_\_\_  
\_\_\_\_\_
6. Do you consider your child to be shy or outgoing?  
\_\_\_\_\_
7. Does your child play with other children?  
\_\_\_\_\_  
\_\_\_\_\_
8. List the names and ages of other children in your family.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. What words are used in your home for potty training? \_\_\_\_\_
10. Does your child take a nap? \_\_\_\_\_ How long? \_\_\_\_\_
11. Does your child need a favorite item (such as a blanket) for a nap? \_\_\_\_\_
12. Does your child have a pet? \_\_\_\_\_
13. Does your child have allergies? \_\_\_\_\_
14. Does your child have special medical or physical needs?  
\_\_\_\_\_  
\_\_\_\_\_
15. What is the marital status of the child's parents? \_\_\_\_\_
16. Who lives with the child in their home? \_\_\_\_\_
17. What language is spoken in your home? \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### INFANT INFORMATION SHEET

Childs Name: \_\_\_\_\_ Date: \_\_\_\_\_ Birth date: \_\_\_\_\_

	Yes	No	Does your child eat:
Does your child take a bottle?	___	___	Strained foods _____
Is the bottle warmed?	___	___	Baby foods _____
Does the child hold own bottle?	___	___	Formula _____
Does your child take a pacifier?	___	___	Whole Milk _____
			Table foods _____
			Juice _____
			Other _____

What type of formula is used? \_\_\_\_\_  
 Amount of formula to be given? \_\_\_\_\_  
 Foods your child likes: \_\_\_\_\_ Dislikes: \_\_\_\_\_  
 Allergies: \_\_\_\_\_

If any creams, ointments, or lotions are needed, a medication form will be necessary.

Kids 'R' Kids follows the recommendations of the SIDS alliance sleeping practices for infants.

Instructions for introducing solid foods:

Childs Schedule	Approximate Time	Types and Approximate Amounts of food
Breakfast		
Lunch		
Dinner		
Morning Nap		
Afternoon Nap		

I understand that it is my responsibility to keep Kids 'R' Kids child care informed of updates and any special needs for my child.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Discipline and Behavior Management Policy

Praise, positive reinforcement, and redirection are effective methods for behavior management of children. When children receive positive, non-violent, and understanding interaction from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy taken from the Kids 'R' Kids Parent Handbook and the NAEYC Code of Ethics.

At Kids 'R' Kids Schools of Quality Learning we use a method of "redirection" to guide children toward appropriate behavior. If a child is engaged in behavior that is not conducive to a safe and happy learning environment, the teacher will "redirect" the child toward the appropriate behavior. If a child must be re-directed to "quiet time", they will not be separated from their peers for more than 1 minute per year of their age.

I, the undersigned parent or guardian of \_\_\_\_\_ (print child's full name), do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's director (or there designated staff member) has discussed the facility's Discipline and Behavior management Policy with me. I also understand that Kids 'R' Kids # 51 reserves the right to dis-enroll any child without notice that displays behavior that is harmful to children or disruptive to the other children's ability to learn in the classroom on a regular basis.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CENTER POLICIES

1. KRK is open Monday through Friday from 6:00 a.m. to 6:30 p.m. The school is closed for nine holidays throughout the year: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after, Christmas Eve, and Christmas Day. If the Holiday falls on Saturday, we will be closed on the preceding Friday. If the Holiday falls on Sunday, we will be closed on the following Monday. Full tuition will still be charged. We follow our local ISD policy regarding weather policies and /or delayed opening times.
2. To ensure safety, the first time a person picks up your child, they must show picture identification. If your child is picked up after 6:30 p.m. you will be charged a late fee. Picking up more than ten minutes late two or more times may result in termination of services.
3. Please send your child to school dressed comfortably and prepared to work and play hard. Because some of our activities can be messy, we ask that you provide a complete set of extra clothing to keep at school. Label all items with your child's first and last name. All children must wear closed toe shoes. Children in our Pre K program must wear their red polo Monday through Thursday and spirit shirt on Friday.
4. As a licensed child care facility in the state of Texas, we are required to follow all guidelines set forth by the DFPS (Department of Family and Protective Services) and the Minimum Standards for Child Care Centers. Copies of this document are available at the school for your review. You may also view the most recent licensing inspection report posted on the Parent Information Board.
5. We provide baby wipes, bibs, bedding, and baby food. You provide diapers and several extra sets of clothing. If you would like to provide your own bedding or bibs, you will be responsible for your laundering. For safety reasons we do not allow stuffed animals or pillows in cribs. Each infant room has a comfortable place to enable a mother to breastfeed her child. We provide training cups for the children and we are responsible for cleaning and sanitizing between each use.
6. As you and your child prepare for potty training please request the required form from the front desk. All parties involved in your child's potty training must be in agreement. Children who are potty training must be in underwear.
7. We are required to provide a supervised sleep or rest period after lunch each day for preschool children. Naptime is from 12:00-2:30, we provide and maintain a mat and sheet for each child. You may provide a blanket and a small pillow for naptime. All items must be labeled and fit into a small backpack. Any child who is awake after one hour may participate in an alternative quiet activity on their mat until nap time is over.
8. We have five separate age-appropriate playgrounds on nearly two acres. Children are outside for at least 30 minutes each morning and afternoon, weather permitting. Fresh drinking water is available on each playground. Playground schedules are posted in each classroom.
9. During the summer months we utilize our KRK water park located on our back playground. Children must come to school dressed for water play including water shoes (CROCs are not considered water shoes). Please provide a dry change of clothes for your child.
10. Hearing and Vision Screening: When your child turns 4 yrs. old, the Health Department in conjunction with the School District requires all children to participate in a Hearing and Vision Screening. You may choose to do this through your Pediatrician or we will be setting up a screening here at the center for your convenience.
11. If your child is being transported to school in the morning by KRK they must be at the center by 7:15 a.m. If your child is not riding with us in the afternoon, you must call KRK before 2:00 p.m. If you fail to notify KRK prior to 2:00 p.m., you will be charged a \$5 Search Fee.
12. Parents are required to provide immunization records and updates as required.

I have read these policies and have received a copy of the information provided to me.

Parent Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_



## ALTERNATE FOOD POLICY

KRK serves breakfast, lunch, and PM snack that meet nutritional guidelines set up by the State of Texas. The menu is posted outside of the kitchen and on the Parent Information Board for review. If your child requires a special diet for medical reasons, we must have written documentation from a physician or registered/licensed dietician in your child's record. If your child does not want to eat the food we serve, we will discuss recurring eating problems with you and encourage but not force your child to eat. We serve family style dining. We serve water at each snack and meal time in addition to juice.

I understand that if I chose to provide alternate meals/snacks for my child, I am waiving KRK's responsibility to provide a balanced nutritional diet for my child that day.

We are a peanut free facility.

Child's name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ADMISSION REQUIREMENTS

The following must be signed by your child's Doctor and presented when your preschool age child is admitted to Kids 'R' Kids, by the first day of admission.

Child's Name: \_\_\_\_\_

Doctor's Statement: I have examined the above named child within the past year and find that he/she is physically able to take part in the child care program.

Doctor's Signature: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Facility Phone #: \_\_\_\_\_

This form may be faxed to KRK @ 832/482-3988



## KIDS R KIDS EMERGENCY PREPAREDNESS PLAN

An emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibility facility readiness with respect to most likely to occur in your area including but not limited to natural events such as tornadoes, floods, or hurricanes, health events such as medical emergencies, communicable disease outbreak, and human caused events such as an intruder with a weapon, explosion, or chemical spill.

### Written procedures in evacuation including:

- In the event of an emergency the designated area for an evacuation for Kids R Kids #51 is The Edge Gym, located at 2733 Rayford Road Spring, Texas 77386.
- The children will be walked over from Kids R Kids to The Edge Gym. All staff members will be responsible for their classroom. They will have their classroom rosters and accurate counts at all times.
- In the event that an emergency hinders us from evacuating to The Edge Gym, our second designated area for evacuation is Fellowship Champions located at 16707 Squyres Road Spring, Texas 77379. All children will be relocated by bus, and any staff vehicles currently covered by our Insurance provider.
- We will post our evacuation location on signs on our front door. Our answering machine will be updated if possible (281/363-2227), and if possible we will post updates on our website ([www.krkleaders.com](http://www.krkleaders.com)).

### Procedures including communication during evacuation:

- Proper Authorities will be notified when an emergency arises.
- All parent and emergency contact telephone numbers and Authorization for Emergency Care for each child in care will be taken to designated safe area.
- All land lines will be rolled over to the Management Staff. Those phones are kept fully charged at all times.
- Contact information for all parents is kept at the homes of our Management Staff in case you need to be contacted and our computer system is not accessible.
- We will wait at the designated safe location until all parents have made their way to our evacuation location for pick up.
- We will have enough provisions for a 24 hour period.
- Our goal is to open our building 48 hours after an event.

### Procedures if medical emergency occurs:

- Management will evaluate the problem
- Call 9-1-1 if necessary
- Begin First Aid and CPR if needed
- If child is transported by First Responders, Director will accompany the child with the child's file

### Procedures if intruder enters our premises:

- Call 9-1-1, if not by a management then by staff members of our Infant Suite
- All classrooms have phones in order to communicate with one another
- The entire building would be in lock down
- Wait for authorities to respond

### Procedures if a communicable disease affects of our school:

- Identify and alienate the source of the problem
- Call proper authorities
- Post notices and conduct appropriate disinfecting procedures

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_