

Welcome Friends



I am pleased that you have chosen, or are interested in, this program for your childcare needs. We both have a great responsibility for the health, care and instruction of your child. You, of course are the primary focus for your child; but during the day and for many hours, I am the support to whom they come, look to and depend upon. I take this role very seriously, both as a professional in childcare and as a way of life.

I provide quality childcare environment for children from 6 weeks to 12 years old. At KIDZ CRUSADE, children are allowed to be children and families are always a priority. I believe that family involvement is essential to any quality childcare program and do encourage parent participation.

This program is designed to meet the needs and abilities of each child's physical, emotional, intellectual and social development. Our environment is hands-on, educational, and of course, FUN. My desire is to assist and encourage each child's abilities and skills throughout every stage of their development. Your child will have a safe, clean, healthy place to LEARN and GROW.

Children learn through play. I try to provide many opportunities for them to "discover" things about the world they live in. Children are really very bright and need to be treated as special little individuals with much to share. Each child brings a new and exciting personality to my LEARNING CENTER and I try not to stifle their personality, but to nurture it and only help them with social and cognitive skills.

It is important that we are in agreement concerning the following sections in this parent handbook. It is important that all of the parents respect my hours, sick policy, and need for prompt payment. It is also important that we are in agreement with my policies concerning vacations, holidays and other absences.

The following information has been compiled to familiarize you with the policies and procedures, daily routines, and educational activities of this program. Please read this handbook to ensure that you understand all items, and feel free to ask questions about any material that may be unclear to you.



Days & Hours (Mon-Friday 7:00a.m.-6:00p.m.)

- I will be open when children are scheduled to attend. Your specific hours will be outlined in your childcare contract. **I require two weeks notice if you need to change your contracted hours. I also reserve the right to terminate care if the new hours will not work well for my child care business.**

- Please understand that the hours your child is in care are strictly "childcare hours" and does not reflect all of the additional hours necessary to provide quality childcare.
- Children may be allowed to arrive earlier or stay later if prior arrangements have been made.
- In cases of emergencies or other problems, which may hinder you from picking your child up in time, I would appreciate a phone call.



Arrival & Departure (Procedures for the release of children)

- All children must be brought into the Center by an adult each day and will only be released to an adult. You need to sign in and out your child daily.
- Please inform me of any pertinent information when you drop off your child. (i.e. medicine given, woke up early, last feeding, etc.)
- Children are to arrive clean and dressed.
- You are required to notify me by 9:00 a.m. if your child will not be coming for the day or will be late arriving. If your child needs to be picked up early for a doctor's appointment, etc. please call ahead so that I may have your child ready for you.
- It is normal for some children to have difficulty separating from parents or cry when being dropped off. Please be very brief (no more than a couple of minutes is sufficient) during drop-off times; the longer you prolong the departure the harder it gets. A smile, a cheerful good-bye kiss, and a reassuring word that you will be back are all that is needed. In my experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.
- Please be very brief at departure times also. This is a time of testing when two different authority figures are present and all the children will test to see if the rules still apply. I do expect you to back up my rules, but if you do not, I will remind your child that their behavior is inappropriate and take action to correct, if needed. Please be in control of your child during these times. NO CHILD WILL EVER BE ALLOWED TO LEAVE THE CENTER WITH ANY PERSON NOT AUTHORIZED BY THE PARENT. A driver's license is required prior to any child being allowed to leave the Center with anyone that I am unfamiliar with.
- Any person picking the child up in an impaired condition (inebriated or on drugs) will be encouraged to allow me to find alternate transportation. I cannot legally withhold a child from a legal guardian, however I will not hesitate to call the police if I feel the child is in jeopardy.

Illness

I reserve the right to temporarily deny any child admittance, or to require early departure should symptoms become apparent during the course of the day, for reasons of obvious illness including, but not limited to, a temperature of 100.4 degrees and/or symptoms and signs of possible severe illness.



- Please keep in mind that when small children are not feeling well, the thing that they need most is TLC from mom or dad.
- If a child is too ill to participate in "regular" daily activities, he/she is too ill to be left at the center.
- If your child is sent home due to illness, he/she must meet the criteria listed below before returning to the center:

1. Fever - fever free (without Tylenol) for at least 24 hours or doctor's note stating that treatment is being given or is not required.
2. Upper Respiratory Infection - must be seen by a doctor and return with a doctor's note stating that treatment is being given or is not required.
3. Diarrhea - no diarrhea for 24 hours or doctor's note stating that treatment is being given or is not required.
4. Vomiting - no vomiting for 24 hours or doctor's note stating that treatment is being given or is not required.

5. Inflamed Eye - must be seen by a doctor and return with a doctor's note stating that treatment is being given or is not required.

Skin Infection (of unknown origin) - must be seen by a doctor and return with a doctor's note stating that treatment is being given or is not required.



Medication

I do not administer medication to any child.

Communication

- Communication is very important to me. When I accept a new family into my center, I like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us.
- I welcome questions, feedback, or discussions of any kind that effect a positive outcome for the child. Sensitive issues will be discussed outside of regular hours either by phone or a scheduled conference.
- You may call me between 7:00 a.m. – 6:00 p.m. If you call during the day, please be aware that I may be busy with the children and may not be able to answer the phone. If you will leave a message on my voice mail, I will call you back as soon as possible.
- I provide a monthly newsletter that will explain some of the activities we are doing, events that will be happening, and any other pertinent, fun or helpful information that may be of interest to you. You are always welcome to contribute to our newsletter.



- Parents of infants (up to 1 year old) will receive a daily note. Some typical things that you may find on this note would be feedings, diaper changes, naps, and things to remember or to bring.
- All parents should check our board on the door for important information, items you need to bring, special announcements, etc.

Suspension and expulsion of Children

Kidz Crusade reserves the right to re-evaluate any child, or family's continued participation in this program to determine if the program can adequately meet the needs of the child or family.

- Failure to abide by any of the policies outlined in this handbook, may result in termination. We reserve the right to enforce these policies at will. Lack of enforcement of a certain policy at any given time, does not indicate that a particular policy is no longer in effect.
- Some reasons for termination may include: a child who is having a difficult time adjusting and making it difficult to properly care for the other children; a child who exhibits severe emotional or social problems which are detrimental to the other children in care; destructive or harmful behavior; inappropriate language.
- Failure to pay or pay on time; bounced checks
- Lack of parental cooperation; disrespect
- False information given by parent on enrollment forms
- Unless the child is an immediate danger to himself or the other children, notice will be given should withdrawal of the child be required.

Safe Sleep for infants 12 months and younger

Each child will be designated a crib used only by him/her and labeled with a number. This crib will only be used by him/her until he is mobile or withdraws from the program. Infants not yet able to turn over on their own must sleep in a face-up sleeping position in the designated crib. Infants will not be allowed to sleep in the swing or bouncers. The infant crib will have a fitted sheet on a firm, flat mattress that is specifically designed for the crib model number. Toys, bedding or blankets will not be allowed.

Food & Nutrition

- We are enrolled in the State Food Program under XYZ CACFP and monitored throughout the year. This is a program that ensures your child is being fed nutritious meals, including fruits, vegetables, proteins, grains, and dairy products. If you have any questions you may reach the food program at:

XYZ CACFP FOOD PROGRAM
1122 N. Conway Ave
Mission, Texas 78572
(956)424-1100



- I supply HEB infant formula with Iron for children under 1 year of age.
- Whole milk will be served to children over 1 and 2 year olds. All children 3 and over will be served 1 % percent milk.
- Breakfast is served from 7:30 until 8:30. Lunch is served from 11:00a.m to 12:30p.m. Afternoon snack is served from 2:30 p.m. to 3:00p.m. and supper is from 5:00p.m. to 6:00 p.m. If your child eats table food, and is brought after a mealtime, he/she should be fed prior to arriving.

Policies for Food

Food may ***not*** be brought from home unless there is a specific medical condition requiring special meals, such as an allergy or temporary condition (stomach virus, etc.). A doctor's statement must be provided by the parent to verify need.

All children will be served the specified portions and the meal served on our menu for that day. No substitutions will be allowed.

No food and especially candy may be brought from home except for food brought for special days and parties.

Food Allergies

Please inform the center of any suspected food sensitivities or allergies so that we may attempt to accommodate your child's dietary needs. If your child requires a modified diet, a physician's written authorization is required along with an action plan.

- A copy of the menu is posted weekly in the center for parents to review. We are not responsible for providing alternate food; special dietary needs must be provided by the parent/guardians.
- Food allergy emergency plan
 - A food allergy emergency plan is kept in file, posted in kitchen, and in child's classroom for each child with a known food allergy that has been diagnosed by a health-care professional.



- The plan includes a list of each food the child is allergic to; possible symptoms if exposed to a food on the list; and the steps to take if the child has an allergic reaction.
- The plan must be in place signed by health-care professional and parent by the first day of attendance.

Health Requirements

Within one week of admission, I must have your child's immunization record on file. It is important to keep in mind that, in compliance with state laws, these forms must be updated from time to time. Please bring me a copy of your child's shot record each time they go to the doctor and receive a new immunization.

Immunization Requirements

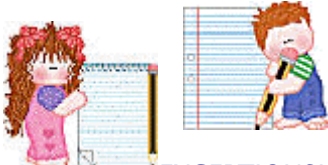
Each child is required to have a current immunization record on file according to the immunization requirements specified by the Texas Department of Health. At every doctors visit where your child receives a shot you will need to bring a copy of the immunization record updated. If your child is past due on their shots you will have one week to comply. Failure to comply may result in termination of child care services.

Tuberculin requirements

If the regional Texas Department of Health or local health authority requires tuberculosis testing for children attending the center, then you must have documentation on file at the center of the test.

Hearing and vision screening

All children 4 years of age or older are required to have a professional examination for possible vision and hearing problems. A child in first, third, fifth or seventh grade must complete a screening examination within the school year.



Enrollment Requirements

Before any child may participate in this program the parent must complete and return the following forms. I must have these forms fully completed and in my possession before I can accept the responsibility of caring for your child. NO

EXCEPTIONS! The forms are as follows:

- Enrollment Information Form
- Childcare Contract
- USDA Food Program Enrollment Form
- Emergency Information
- Parent's Handbook Acknowledgment Form
- Immunization card and Birth Certificate
- Hearing and Vision Screening (12 months and up)
- Proof of Tuberculin (TB) test if 12 months and up

*****Please bring me a copy of your child's shot record each time they go to the doctor and receive new immunizations. It is very important that you complete these forms thoroughly to help me meet your child's needs.

Transportation

Kidz Crusade provides fee-based transportation services for children in elementary school only. We will only offer pick up from the school to the center. We abide by the Texas State laws and require all children to be properly restrained in a seat belt or car seat. If your child requires a car seat, please inform the center and be advised that you may be asked to leave one for your child.

Note: No pickups or drop-offs at home.

When regularly scheduled transportation is provided, we shall maintain the following information in writing at the center and in the transportation vehicle:

- 1. A list of children transported.
- 2. The transportation route and scheduled stops.
- 3. Emergency kit (first aid, fire extinguisher)
- 4. Individual child's enrollment information.
- 5. Cell phone.

Proper conduct should be always adhered to while on transportation vehicle. It is to the Director's discretion to exclude a child from transportation that may cause bodily injury to self or others because of improper conduct in the vehicle.

Water Activities

Water activities will be limited to learning activities only.



Field Trips

Children may participate in field trips at various times throughout the year. Parent approval must be given on the child's enrollment form. Occasionally, there may be fees related to the trips to cover entry fees, on-site refreshments, etc. A field trip permission slip along with the details of the field trip will be given in advance. All children will be transported in our 15 passenger vans. You will be asked to provide your own car seat in order to transport your child safely.

Field trips are part of learning and will be planned as an extension to the curriculum. Field trips may be held on-site or off-site. Parents are notified a minimum of 48 hours prior to any field trip and are required to sign a permission form. Field trips may require additional fees.

- Signed permission from parent / guardian
- Emergency medical consent and information for each child
- Written list of all children on field trip
- First-aid kit immediately available
- Food allergy emergency plan and allergy medication if applicable
- Identification tags or shirt with child's full name and daycare center name and telephone number
- All caregiver are easily identified
- Vehicle available, communication device
- CPR and First Aid caregivers always present

Animals

Animals will not be allowed in the daycare.

Insect Repellant and Sunscreen

Insect Repellant and Sunscreen will only be applied if the parent supplies the lotion. The ointment will only be applied when they are going outside and only once a day.

Communication

Communication is very important to me. I value working in a partnership with parents. Open and honest communication is the key in the development of your child. When I accept a new family into my center, I like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us. I welcome questions, feedback or discussions of any kind that effect a positive outcome for your child. Sensitive issues will be discussed by scheduled conference whether in person or on the phone.

All parents should be aware of the parents board located at the entrance of the building for important information special announcements, monthly menus and the weekly lesson plan. You will also find a copy of the parent's handbook and any other pertinent information.

Open Door Policy

- I maintain an open door policy for all parents. Parents are welcome to call or drop in any time during regular childcare hours.
- I would appreciate you taking into consideration my schedule when dropping in or calling, and remember that visitors usually cause the children to react in an excited manner that does not normally occur if they are not being disrupted.
- Parents are urged to participate in our events and are always welcomed to come and observe our classroom activities.

Licensing Inspection Report/Health and Fire

A copy of the most current Licensing inspection report will always be posted in the front lobby along with the health and fire inspection.

Child Care Licensing

Every parent/guardian will have access to the centers licensing inspections located in the front lobby. The reports can also be viewed at the child care licensing web site <http://www.tdprs.state.tx.us> If you have a compliant or concern that needs to be addressed with a licensing representative, you can contact them at (956) 316-8275. There office is located at 300 E. Canton; Edinburg, Texas 78539. If you suspect any form of child abuse you may call the Texas Abuse Hotline at **1-800-252-5400**



Mother's Room

We do not have a special Mother's Room but will accommodate those parents who need a private area with their child aside from the classroom. This is a great place to nurse your baby or just spend a few minutes in private. Breast Feeding is allowed and welcomed at our center and we will try our best to accommodate any mother who wishes to breast feed their baby. Kidz Crusade will have available information on breastfeeding material available in the front office for anyone interested.

Child Abuse/Neglect

We will notify Child Protective Services or the local law enforcement officials by telephone when it appears that a child is being seriously neglected or abused. An individual may contact the PRS child abuse hotline by calling 1-800-252-4500 or on the web at www.dfps.state.tx.us.

Kidz Crusade staff will take annual trainings on how to suspect and report child abuse and neglect and keep a health check log to document any visible signs.

Preventing and responding to child abuse and neglect of children

- Employees are required to obtain at least one clock hour of annual training on prevention, recognition, and reporting of child abuse and neglect, in accordance with Texas Department of Family and Protective Services.
- Methods for increasing employee and parent awareness of issues regarding child abuse and neglect
- Annual trainings will be given to teachers. Parents will receive pamphlets twice a year on child abuse and neglect awareness
- Methods for increasing employee and parent awareness of Annual trainings will be given to teachers. Parents will receive pamphlets twice a year on child abuse and neglect prevention.
- Strategies for coordination between the center and appropriate community organizations
- The center works with Child Protective Services to recognize and prevent child abuse and neglect.
- Other organizations may include the local police, EMS personnel, social workers and neighboring school district counselors and personnel.
- Actions that the parent of a child who is a victim of abuse and neglect should take to obtain assistance and intervention, including procedures for reporting child abuse and neglect

If at ever a parent needs information to aid in reporting child abuse, the center will provide the parent with appropriate contact information.

Resources are available at <http://www.dfps.state.tx.us/Training/Reporting/resources.asp> for employees and parents on increasing awareness and prevention of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect.

Child Abuse Hotline

Call the Texas Abuse Hotline at **1-800-252-5400** for situations including but not limited to:

- Serious injuries
- Any injury to a child 5 years or younger
- Immediate need for medical treatment (including suicidal thoughts)
- Sexual abuse where the abuser has or will have access to the victim within the next 24 hours
- Children age five and under are alone or are likely to be left alone within the next 24 hours
- Anytime you believe your situation requires action in less than 24 hours

We will be working closely with our city's law enforcement, Community Organizations and our Licensing Office to ensure that all measures have been taken to ensure that each parent and employee have access to all resources to report and recognize all forms of abuse and neglect. We will also inform parents on how to report the abuse and try and help find any local organizations for counseling.

Procedures for conducting Health Checks

A daily health check will be conducted. The results of the health check will be determined by the center's staff, not the parent, on whether or not the child remains in care for that day. The exclusion of an ill child from care is determined by:

- Whether or not the child can participate in the activities planned for the day in his/her classroom/age group
- Whether or not the child requires more care than the staff can provide without compromising the care needs of the other children at the center
- Whether keeping the child in care will pose an increased risk to other children and adults at the center
-

Vaccine-preventable diseases

To protect the children from vaccine-preventable diseases each employee must take the following vaccines differing from the age group they care for. Caregivers working with infants will require additional vaccines.

Employees who are exposed to infants will be required to take the following vaccines:

Influenza-(Flu Shot) once a year

Employees who work with children 18 months and older will be required to take the following vaccines:

A copy of the immunizations will be kept in the employees file for review and to ensure that all vaccine requirements have been met.

Any employee exempt from having a required vaccine due to medical conditions, religious belief or reasons of conscience may have to be shifted to an older group of children depending on the current caregiver position.

Any employee exempt from the required vaccines will have to take extra precautions to ensure the safety of the children from preventable diseases such as:

- Wearing gloves at all times
- Wearing a face mask at all times while working directly with children
- Must change gloves before during and after changing diapers and helping with feeding the children.

No employee will be discriminated against for not fulfilling the vaccine requirement, but the employee will have to take extra precautions by following the safety procedures outlined in this handbook and on the employee handbook.

A copy of the up to date vaccines will be available for review and located in the employee file.

Any employee who fails to comply with this policy and the employee handbook who puts a child in danger of communicating vaccine preventable disease will be automatically terminated. A child's safety and well-being is first priority at Kidz Crusade.

Parent Visits

Parents are encouraged to visit and participate in this program. As a parent you may walk in freely to observe or take part in the centers activities. Any other visitor must have prior approval by the appropriate parent and myself and will be accompanied by me at all times. No one who is a danger to the children will be allowed on these premises.

Gang Free Violence Zone

Under the Texas Penal Code any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty. For further information please refer to the postings in the front lobby.

Emergency Relocation Plan

In the event of an emergency and evacuation of the center, we will follow the following steps:

1. The building will be evacuated according to the fire evacuation routes.
2. All children and staff will be transported to
Mi Tierra Adult Day Care
2406 Brock Street
Mission, Texas 78572
956-271-4528
3. The director will call all parents/guardians to notify them and request that they come to pick up their child immediately. A copy of the emergency preparedness plan will be posted in the parent board in the front entrance.

- **Emergency drills** will be held periodically to acquaint the children with evacuation procedures. This may make quiet an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what do in the event of an emergency.
- **Fire drills** will be practiced each month; severe weather relocation drill and lock down will be done four times during the year.
- In the event of a gas leak, chemical spill, etc., which would require us to leave the center, we will go to to Mi Tierra Adult Daycare located
- **Hurricane:** In the event of a hurricane all staff and children will proceed to a room within the building that is safe from blowing glass and debris. Ideally the room would be in the center of the building with little to no windows. If a hurricane warning is issued before the center opens for the day it is up to the Owner(s) or Director to close the facility until the storm passes
- Flood: In the event of a flood, all children will be evacuated. All parents or emergency contacts will be notified to pick up their children immediately
- **Loss of Power:** If the building experiences an extended loss of power, heat or water service, parents or emergency contacts will be notified to pick up their children. The temperature must be at least 67 degrees F, and no more than 80 degrees F. The center will remain closed until power, heat or water is restored
- **Terrorist Attack:** In the event of a terrorist attack, the children will be kept safe by whatever means is deemed necessary and appropriate, based on the threat at hand. If the threat is to the building the children will be evacuated to the playground while the authorities are contacted. If the threat pertains to the exterior of the building and the children are safest in the building, the building will be "locked down" while the authorities are contacted.
- During any emergency procedure, teachers will keep their attendance forms and child emergency cards with them at all times so that accurate head counts can be made. The director is responsible for checking the room and giving the "all clear" signal. If the director is absent, the assistant director is responsible for these activities. An Emergency Contact List will be posted in each classroom. This contact list will have the telephone numbers for ambulance, local police, fire, poison control, health department, licensing, child protective services, as well as acting directors who reside within minutes' travel time of the center.

***Attached please find a copy of the Emergency Preparedness Plan along with the Evacuation Route Diagram.

Changes

Families frequently have changes - new homes, new jobs, and new telephone numbers. Please keep me informed. Accurate information is critical for efficient, professional handling of emergencies. You are required to inform me if you are at any other location than what is listed on your Enrollment Form and to provide a telephone number for that place. Parents can update any information by Email, fax, call, text or by coming into the office and updating the enrollment forms in person.



Children's Absences

Please inform me as soon as possible if your child will be absent, arriving early, or staying late. This will allow me to adequately prepare for the children's meals and activities. There will be no refunds or adjustments made to your childcare fee for your time missed due to illness, holidays, or days off. A space is reserved for your child and cannot be filled on a short-term basis.

Closings/Paid Holidays'

Good Friday Easter July 4th Labor Day Thanksgiving (and the day after) Christmas Eve
Christmas Day (Closed) New Year's Eve New Year's Day (Closed)

Uniform/Clothing

This program is designed to keep children active - both indoors and out. Children should wear appropriate clothing to accommodate the activities they will be involved in. Children will have to wear their uniform shirts with navy blue or denim bottoms. Sandals are NOT allowed. Children must wear closed shoes at all times.

- An extra set of clothing must be left at the Center at all times for all children.
- I am not responsible for lost or damaged clothing!



Guidance & Discipline

- The program's goals are to promote independence, self-esteem, and caring toward others and the physical environment.
- We use redirection when possible. This means that if a child is in a potentially harmful situation to him/herself or to another child, I will remove him/her and try to get the child interested in something else.
- Time-out (a quiet, relaxed, neutral break; a cooling-off period for the child to regain self-control) is used when a child is losing control and refuses redirection - for example, acting aggressively, throwing a tantrum, complete defiance.
- No One, including the child's parent, is allowed to spank, hit, bite, shake, yell at, or cause any physical or emotional harm to any child while on these premises.

These four steps will be taken to address any behavioral issues:

1. The first step is to talk to the child and address the problem at their level of comprehension.
2. If the problem persists then we will set up a parent conference to address the issues.
3. If there is no change then the center Director will have a conference with the parents and the child.
4. If parents refuse to work with the teacher and the center Director then this will be grounds to withdraw the child.
 - In order to provide the best secure and safe environment for all children we require that all children adapt well to the schedule and routines of Kidz Crusade.
 - A trial period of 1 to 2 weeks is usually the time frame for the child to adapt. During this time, we give children the time to adjust to their new environment

and then time to the routine. Our teachers and staff work with the child during class time and transition times to be able to have them follow the routine.

- At times of development, children might change in individual needs and Kidz Crusade might not be able provide the required services even after extended time of enrollment.
- If the Director determines that the program from Kidz Crusade is incapable of meeting the child's individual needs and becomes a safety and health risk to him/herself and others, you understand and agree that the child will no longer be able to attend until a future date when appropriate. We will address the problem with the child

Holidays

The Center will be closed on the following paid holidays: New Year's, Thanksgiving & Christmas; Good Friday, Independence Day & Labor Day. Parents are responsible for payment of these holidays. Exact dates that the center is closed will always be posted on the "Parent's Board."



Injuries

- I will make every effort to ensure the safety of your child while in my care. Unfortunately, minor accidents may occur. Parents are responsible for medical bills, which may arise from a minor accident.
- I will notify you immediately of any illness or accident, which requires first aid treatment.
- In case of a serious accident or injury, I will make every attempt to contact you immediately. If I cannot reach either parent, I will call the emergency contacts listed on the enrollment form to make the medical decisions for your child.
- If I feel the injury is life threatening, I will call "911" or take your child to the nearest hospital.

Late Fees

You are scheduled for childcare for the hours listed in your Childcare Contract. If you drop off earlier or pick up later than you're contracted times, you will be charged an early/late fee. There will be a charge of \$2.00 for a child is left at the center past their contracted time. Habitual tardiness may result in termination. Children must be out of the building by 6:00p.m. LATENESS WILL NOT BE TOLERATED. The infant room closes at 5:30p.m. and late fees will apply after that.



Outdoor Playtime

Children will play outdoors as the weather permits, it is important for the children to have fresh air, new worlds to explore, and a wider field of play. If a child is too ill to go outside, he/she is too ill to be at the Center.

Parent Bulletin Board

- The "Parent Board" is located in the entrance of the building.
- You will find the current month's calendar, birthday list, current list of paid holidays, copy of this parent handbook, list of emergency numbers, and any other pertinent information.
- Please check this board on a regular basis.



Parties

A birthday is a special event in a child's life. Children enjoy sharing this exciting day with their friends. We are happy to have you participate with us on that day. We will also have "parties" at Christmas, Halloween, Valentine's Day, etc. You may be asked to bring party goods for the children. All parties must be approved by

the director.

Pictures

Professional pictures may be taken at various times throughout the year. No one is obligated, at any time, to purchase these pictures. I will take candid pictures of the children at various times during the day and/or on field trips to use for "me projects", newsletters, and to place on our web site.

Substitutes

I may employ a substitute caregiver, if necessary. These caregivers will: be trained in these policies; have current CPR & First Aid; be familiar with the children before being left alone; and be someone that I know and trust.



Termination

I reserve the right to re-evaluate any child, or family's continued participation in this program to determine that the program can adequately meet the needs of the child or family.

- Failure to abide by any of these policies may result in termination. I reserve the right to enforce these policies at will. Lack of enforcement of a certain policy, at any given time, does not indicate that a particular policy is no longer in effect.
 - Some reasons for termination may be: a child who is having an extremely difficult time adjusting and making it difficult for me to properly care for the other children; a child who exhibits severe emotional or social problems which are detrimental to the other children in care; excessive and/or uncontrollable biting, inappropriate language; destructive or harmful behavior; and/or a parent who abuses the policies and procedures set forth in this parent handbook.
 - Unless the child is an immediate danger to himself or the other children, two weeks' notice will be given should withdrawal of the child be required.



Toilet Training

This is an important period for your child and is most successful when we work together. I ask that you provide at least one complete change of clothing, including socks, and an adequate supply of training pants or pull-ups for your child. **Pull-ups are required until the child is completely toilet trained.** Clothing for this stage should be selected for easy on and off.

Trial Period

There is a four-week trial period for each child, beginning the day your child actually begins care. This is to ensure harmony throughout the Center. It is important that we all have a working relationship with total cooperation from children and parents. Either party may terminate this agreement within this trial period, with 24 hour's notice, with or without cause and no notice will be required. No pre-paid fees will be refunded.

Tax Information



At the end of the year, you may request a report of the amount of child care paid to the center.

Key Pad Entrance Code

Parents may enter the building at any time with their designated code. These codes are for parents only and must not be given out to anyone else. Everyone else must ring the door bell and be let in. We will only give access to adults listed in the pick-up list who provide an Identification.



Internet Camera Surveillance

Each classroom and playground will be recorded on an observation camera. Each parent/guardian will need to sign a release form giving the center authorization to video record their child.

Social Media

Kidz Crusade will post live feeds, pictures and videos of the children doing activities or celebrating special holidays and events. If you do not want your child to be photographed or videotaped and put on social media please inform the center director at the time of enrollment. Kidz Crusade will post on Facebook, Twitter, Snapchat, and Instagram. *These photos may also be used or advertisement.**

Tuition, Fees, Deposits, Refunds

Your specific rates will be outlined in your Childcare Contract. Tuition is **due by Friday afternoon**. A late fee of \$10 per day, will be added to any payment not received before 6:00 p.m. on Friday. **NO EXCEPTIONS!** Tuition, including all late fees, must be paid on or before the following Monday or care will no longer be provided. Tuition is not based on attendance, even if your child does not attend you will still be liable for payment. Tuition is not pro-rated due to illness or parenting arrangements. Payment is due from time of enrollment until child is withdrawn. A two week notice will have to be given to withdraw the child and payment will remit until that day. Payments can be made weekly, biweekly or on a monthly basis.

- If your child will be absent on Monday due to a vacation, holiday, etc. you are responsible for payment on the last day that your child will be in attendance. Otherwise, late fees will begin at 5:30 p.m. on Monday.
- A non-refundable enrollment fee of \$150.00 is required to reserve a space for your child. I reserve the right to change tuition rates with a thirty-day notice.
- **A fee of \$35.00 will be charged on all returned checks.** If more than one check is returned, service will be continued on a cash only basis.

Enrollment Fee / Tuition Fee

- A non-refundable enrollment fee of \$50.00 per family is due at time of registration. This payment should be submitted with the completed admission forms.

		Weekly Tuition:	Supply Fee:	
• Nursery:	0-11 month	\$130		
• Infants:	12-17 month	\$125		
• Toddlers	18mo-23months	\$105	\$75	Uniform
• Preschool:	2YRS - 4YRS	\$100	\$100	Uniform
• Afterschool:	5YRS and older	\$85	\$25	Field Trip Shirt

Tuition is due no later than Friday for the following week and will guarantee your child's placement. Acceptable forms of payment are money order, check, cash, debit cards, credit cards.

Late Payment Fee / Return Check Fee

- Tuition must be paid for in advance of receiving the services. Tuition is charged on a weekly or monthly basis, and is due on no later than Friday for the following week. A late fee of \$10

per day will be charged if payment is not received by Monday morning of the week during which care is to be provided. An additional \$25.00 will be charged for each returned check. After two checks are returned, parents will be required to pay weekly fees by cash.

Late Arrivals

The latest a child can be accepted into the center is 9:30 am. A child may be accepted later than 9:30 with appropriate doctor's excuse that he/she was seen that morning.

Late Pick Up Fee

A late fee will be charged if a child is not picked up by the close of the child care center. A charge of \$1.00 per minute after 6:00 will be made. If immediate payment cannot be made they must be paid the following business day. If not contact has been made by 6pm, the local police department will be contacted. Even if contact has been made we will contact local police department after 6:30pm.

Continuous late pick up will cause termination of participation in the program. If a child is not picked up by the time the center closes, parents and/or emergency contacts will be called.

Care for school age children

School age children are not allowed in the center until 3:00 pm during regular school calendar. This includes if the child was sent home from school because of illness, missed bus or suspension from school.

Pickups for afterschool children will be only for their specified times. No UIL, suspension, tutoring, etc. pickups allowed.

Uniforms

Toddlers/Preschoolers

Uniform shirt is required Monday to Friday. Bottoms may be denim or Khaki. Children that are being potty trained may wear elastic shorts or pants to easily go to the restroom. Closed shoes must be worn at all times

Supplies Required

Parents are required to bring the items necessary for the staff to meet the needs of the child according to our policies. A homework binder is included in the supply fee. In case the binder is lost parents are responsible for replacing the binder at a cost of \$10 dollars.

Nursery 0-11 months

- 4 bottles with tops/lids
- Formula
- Wipes
- water
- Diapers
- Ointments
- Extra Clothing

- Wipes
- Pull-Ups / Diapers
- Extra Clothing
- Nap Mat
- Uniform
- Small Blanket/pillow

Preschool 3-4 years

- Supply Fee: \$100
- Wipes
- Extra Clothing
- Nap Mat
- Small blanket/pillow
- Uniform

Infants 12-17months

- Supply Fee: \$50
- Wipes
- Diapers
- Extra Clothing
- Nap Mat
- Small pillow/blanket

Toddlers 2 2-3years

- Supply Fee: \$75
- Wipes
- Pull-Ups / Diapers
- Extra Clothing
- Nap Mat
- Uniform
- Small blanket/pillow

Toddlers 2 2-3years

- Supply Fee: \$75



Verification of Legal Custody

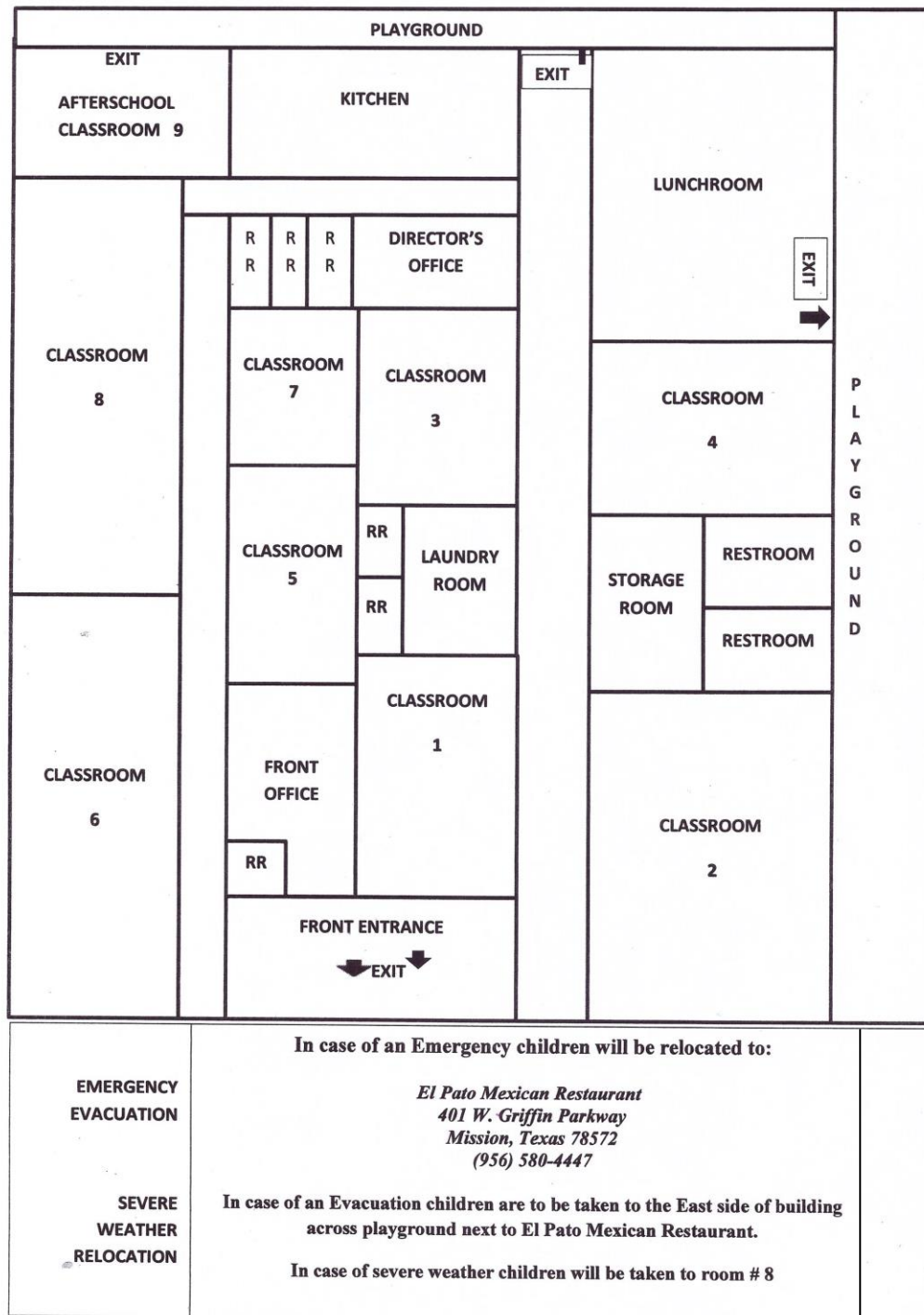
I must have, on file, a copy of the court order recognizing the parent who has custody of the child. Otherwise, I have no choice except to release the child to his/her parent.

Withdrawal

Parents may terminate this service by giving two weeks' notice **in writing**. Earlier notice, if known, would be greatly appreciated. You are responsible for two weeks tuition whether or not you give the required notice. Absences of more than one week without notification or payment of tuition will result in an automatic withdrawal. You will still be responsible for the two weeks of tuition. Re-admittance will include all back pay including late fees and a registration fee.

I retain the right to enforce these policies at will. Lack of enforcement of a certain policy at any given time does not indicate that the particular policy is no longer in effect.

*******Policies are reviewed annually and updated if necessary. Parents will be provided a copy of any policy changes by email or hard copy.**



KIDZ CRUSADE EMERGENCY PREPAREDNESS PLAN

All the children will be relocated in case of an emergency such as a medical emergency, communicable disease outbreak, and human-caused events such as an intruder with a weapon, an explosion or a chemical spill, and also natural events such as tornadoes, floods, and hurricanes.

Children will be taken to Mi Tiera Adult Day Care in our 15 passenger vans. All children including infants will be loaded as quickly as we can to be relocated to a safer place until parents can pick them up. The following procedures will be followed:

- 1.) Each caregiver will take their emergency folder and emergency kit (emergency kit is filled with diapers, formula, water, wipes and bottles. This kit is prepared and available at all times).
- 2.) Each classroom has a student roster posted daily. The caregiver will take attendance and account for all the children in care at the time of the evacuation. This list will be picked up by the director or assistant director.
- 3.) Any extra employee or cook will automatically leave the building to move the 15 passenger vans that are parked in front of the building to the back of the building where the playground is located. This will be the safest way to transfer the children from the daycare to any other place. If they are housed in our vans we can insure that the children are all together and accounted for instead of walking over to Mi Tierra Adult Day Care.
- 4.) Children will then be escorted quickly from the infant room in cribs and taken to the back of the building where the playground is located. We will use the exit doors from the playground to load the children directly from the playground into the 15 passenger van which will be parked directly by the fence to ensure the safety of each child. It will be easier to secure the safety of the children if the van is parked directly outside the playground as the doors to the van and the playground will create a wall that will ensure that the children cannot go anywhere else other than the van.
- 5.) While the children are being loaded the director and caregiver are checking off the emergency list to make sure each child is accounted for.
- 6.) Please keep in mind that car seats will not be available as this is an emergency and all children at the center along with the caregivers will have to evacuate as quickly as possible.
- 7.) All children who are mobile will walk as quickly as they can to the playground areas where they will also load by classrooms and will be checked off as they load the van by the director and the caregiver.
- 8.) Once all children are loaded a total count will be taken to make sure that all numbers match. The center director and the assistant director will walk the building thoroughly before departure to make sure that no one is left inside any of the classrooms, bathrooms, lunch rooms or playground.

- 9.) As soon as all children are accounted for and the Director make sure that the center is completely empty and all the children have been loaded in the vans then the vans will take all the children to:

Mi Tierra Adult Day Care

2406 Brock Street
Mission, Texas 78572
956-583-3344

- 10.) If possible children will remain on the vans with the caregivers until parents arrive. The vans will remain on at all times. Children will be safer if they are kept together on the vans. If we cannot keep them on the vans then each van will unload the children at the front doors of El Pato and the Director and Assistant Director will help and guide each child safely inside the building. Each child will be checked off on the list at the time of arrival.

***** As parents pick up the children they will sign the emergency sign out list to provide proof of the adult who picked up the child.

KIDZ CRUSADE INTRUDER/SEVERE WEATHER

If the Director or Directors Assistant announces “**LOCKDOWN**” Everyone should stay where they are.

CLASSROOM TEACHERS need to:

1. Quickly **glance outside** the room into the hallway and direct any students or staff members in the hallway into their room immediately.
2. Place the correct **symbol card** (outside the door) to assure all kids are accounted for and are safe in the classroom.
3. **LOCK YOUR DOOR!**
4. Lower and **close any blinds** or curtains.
5. Place students against the wall furthest away from the window and door, so that: (A) the intruder cannot see the kids (B) find the safest corner in the room for the weather condition.
6. Look for the “**SAFE CORNER**”
7. **TURN OFF LIGHTS!**
8. Keep students **QUIET**.

Staff should locate and hold their emergency roster prior to turning off the lights to ensure that all children are accounted for in case of an evacuation.

NOTE: If the class is outside at recess, they should stop, drop, and remain still. The children will be directed to the nearest classroom, depending on the severity of the situation as quickly as possible to ensure their safety.

1. The students will remain in their safe areas until advised by law enforcement or the director to move or evacuate.
2. An administrator will signal all personnel if the lockdown has been lifted.
3. If an evacuation occurs, all persons/classrooms will be directed to a safe location.
4. Teachers should take roll to account for all students present in the classroom.
5. All parents will be called via cell phone to assure everyone is safe.

Emergency Contact Numbers: Monica Garcia 956-432-4642

Parent Handbook Acknowledgment

I/We have read and do understand and agree to abide with all policies and procedures as described in the "Parent Handbook." I/We also understand that Monica Garcia, providing 30 days' notice to me/us, may change the contents of this handbook at any time. I have received a copy of this handbook. **(Please initial each topic, sign and date.)**

- _____ Procedures for release of children
- _____ Illness and exclusion criteria
- _____ Medications
- _____ Discipline and guidance
- _____ Suspension and expulsion of children
- _____ Safe sleep for infants
- _____ Meals and Food Practices
- _____ Immunization Requirements
- _____ Hearing and vision screening
- _____ Enrollment procedures
- _____ Transportation
- _____ Breast feeding
- _____ Preventing and responding to child abuse
- _____ Health Checks
- _____ Social Media
- _____ Videos and photographs
- _____ 2 week notice
- _____ Payment/late fees
- _____ Uniform requirements
- _____ Remind App
- _____ Lockdown fire drills and evacuation
- _____ paid holidays and closures

Mother's Signature

Date

Father's Signature

Date

Monica Garcia Kidz Crusade Director

Date