

# Kids' Zone Learning Center Policy Handbook



**Kids' Zone Jarrell**  
104 Copper Lane  
Jarrell TX. 76537  
512-746-2333

**Kids' Zone West**  
105 Western Sky Trail  
Jarrell TX. 76537  
512-598-3900

**Kids' Zone Georgetown**  
4802 Moreland Drive  
Georgetown TX. 78633  
512-868-8300

We look forward to getting to know you and your child. Kids' Zone offers licensed childcare for children ranging in age from 6 weeks - 12 years. With three locations to serve you in Jarrell and Georgetown.

Kids' Zone's philosophy is to provide a developmentally appropriate program for each child in our care. We pledge to help children achieve independence, self-discipline, social development, self-knowledge, enthusiasm in learning, wholesome attitudes, and intellectual growth.

Our goal is to provide a safe, loving, and Christian environment to prepare your child for the future.

Our longtime teachers and staff are dedicated to helping each child discover their unique potential- academically, socially, and inter-personally.

Founder- Donna Brown

Owner- Steve Brown

General Manager- Whitney Hicks

Director- Rachel Curtis

[www.kidszonelearningcenter.org](http://www.kidszonelearningcenter.org)

You are welcome to visit at any time to observe your child or participate in their activities and events. We will also post updates and pictures of events on our Facebook page. If you wish to have your child omitted from our Facebook page, please let the office know.

Please feel free to review and discuss any questions or concerns about the policies and procedures of Kids' Zone with our Director or General Manager.

You may review a copy of the Minimum Standards for Childcare Centers and our most recent Licensing inspection report. Our local Licensing office, Texas Department of Protective and Regulatory Services, is located in Round Rock. Their telephone number is 512-388-6200, or you can visit them on the web at [www.txchildcaresearch.org](http://www.txchildcaresearch.org).

Protective and Regulatory Services hotline for child abuse is: 1-800-252-5400.

## Hours of Operation

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Kids' Zone is open January through December, Monday through Friday from 7:00am. to 6:00pm. For children picked up after 6:00pm, a \$1.00 late fee will incur with each minute. If late pick up is a regular occurrence, additional charges will be added.

The center observes the following holidays:

- *New Year's Day*
- *Good Friday*
- *Memorial Day*
- *Independence Day*
- *Labor Day*
- *Thanksgiving Day*
- *Friday after Thanksgiving*
- *Christmas Eve*
- *Christmas Day*

When a holiday falls on a weekend, Kids' Zone will be closed on the weekday on which the holiday is officially observed.

## Enrollment

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Kids' Zone accepts children between the ages of 6 weeks to 12 years. For enrollment, the following must be submitted:

- *Completed admission form*
- *Signed physician's statement*
- *Current immunization records*
- *Signed policy handbook acknowledgement*
- *Registration fee (non-refundable)*

If a child is repeatedly unable to adhere to Kids' Zone's policies, and all other options have been explored (written notification, verbal communication with parents and probation period), the child will be removed from enrollment. Kids' Zone has the right to dismiss a child from enrollment at any time. Children may be dismissed from enrollment due to behavior, non-payment or any other reason Kids' Zone deems necessary. Caregiver and/ or Directors have ongoing conversations with parents to express concerns and discuss strategies in addressing challenging behaviors. Conversations are framed around our program's objectives. Parents are kept informed of their child's progress.

Kids' Zone requires a two week notice before unenrolling your child.

Parents may email staff at [kidszonewest@yahoo.com](mailto:kidszonewest@yahoo.com) or call 512-598-3900 to make any changes to their child's contact information or admission forms at any time.

## **Tuition Payments**

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Tuition is due in advance on a weekly basis. Payment must be received on Monday or Tuesday. Any payment received after Tuesday will incur a \$5.00 late fee each day. If your payment is not received by Wednesday for the week, you must speak to the director before you can leave your child on Thursday. If it is more convenient to pay monthly, tuition must be received by the 5<sup>th</sup> of each month.

The full week's tuition will still be due during school holidays, sick days, bad weather days, or if you go on vacation. One week of vacation is allotted per family, per calendar year. You must notify the office when you take your vacation week.

Kids' Zone charges a late pick-up fee of \$1.00 per minute for children picked up after 6:00pm. If late pick-up is a regular occurrence, additional charges will be added.

Tuition is non-refundable. We will hold a credit on your account for 90 days.

If you remove your child from Kids' Zone, we require at least a two weeks' notice prior to departure. If you remove your child before the two weeks' period is up, then payment is still required for those two weeks.

## **Bad Weather Days**

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If inclement weather occurs, Kids' Zone will follow Jarrell ISD. If Jarrell ISD is delayed for bad weather, Kids' Zone will open one hour prior to Jarrell ISD's start time. For updates regarding any school delays or closures, watch your local news station and refer to the Kids' Zone Facebook page.

## **Notifications/ Parent information**

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Please take a copy of the weekly Kids' Zone newsletter. Pertinent information concerning your child and information of potential policy changes will be included. You will be notified in writing of any changes to our operational policies and enrollment agreement. You will receive the notice 30 days before the effective change. Policies are reviewed annually and updated as necessary.

Information such as parent education courses, breastfeeding, and community resources are available in our Parent Resource center located outside the front office.

Parents will receive daily communication from their child's teacher in a form of daily sheets or a daily folder in your child's backpack.

You have the right to request a parent conference at any time.

You may update contact information at any time by either 1. Emailing the change in information to us at [kidszonewest@yahoo.com](mailto:kidszonewest@yahoo.com) 2. Calling the office at 512-598-3900 or letting any of the office staff know of the updates.

## Meals

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Kids' Zone provides breakfast and an afternoon snack. Children are responsible for bringing their own lunch. Kids' Zone is not responsible for the nutritional value of the lunch or for meeting your child's daily food requirements. We provide milk or water to drink if there is not a drink in their lunch. We realize that occasionally your child's lunch will be forgotten, in that scenario, Kids' Zone will provide a lunch and a \$5.00 fee will be added to your tuition for that week. Liquids and food hotter than 110 degrees F are kept out of reach. All staff are educated on food allergies and they take precautions to ensure children are protected. On days that providers serve meals, prepared food that is brought into the program to be shared among children is commercially prepared OR prepared in a kitchen that is inspected by local health officials. On days that providers serve meals, milk, fresh fruit and vegetables are available for children who bring lunches from home.

Kids' Zone can not store lunches in the refrigerator. Please include an ice pack in your child's lunch to keep food cool if necessary. Kids' Zone will provide resources upon request regarding proper nutrition, sample menus of healthful lunches, and foods that may cause allergic reactions.

Our menu policies are structured to provide children with a variety of foods with different colors and textures to include whole grains, fresh fruits and vegetables; less processed items; and foods that meet the Dietary Guidelines for Americans guidelines established by the USDA. Menus are provided on our weekly newsletter.

## Health

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We can only accept well children. If your child has a fever, diarrhea, vomiting or any other signs of illness, please do not bring them and expose the other children to the illness. If a child is sent home with a fever of 101 or greater, they must be fever-free for 24 hours before they return. If your child is sent home with diarrhea or vomiting, they must be illness-free for 24 hours before they return. We want to keep Kids' Zone a place that is as "bug" free as possible. Your child's health is as important to us as it is to you.

Kids' Zone will give prescription medication to your child as long as it is in the original container with your child's name on it. You must sign and date a consent form before any medication is given.

If a medical emergency occurs that involves your child, Kids' Zone will try to reach you by calling the numbers listed in your child's file. If you cannot be reached and your child requires medical assistance, 9-1-1 will be called.

Children age 4 and older will be screened for vision and hearing each Fall. You will receive a copy of the results. If your child is not present on the day of the screening, you will be responsible for obtaining a screening and providing the results to Kids' Zone.

Children are required to have CURRENT immunizations by the time they enroll.

## **Immunization**

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We recommend all employees follow the adult immunization schedule provided by the Texas Department of State Health Services, although not required. Each child enrolled must meet applicable immunization requirements specified by the Texas Department of State Health Services in 25 TAC 97. If the child is not current on immunizations, they may only be admitted if they comply with the rules for provisional admittance established by the Texas Department of State Health Services.

## **Tuberculin Testing**

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All staff and enrolled children are not required to obtain tuberculin testing per law in Williamson County.

## **Discipline Policy**

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Kids' Zone practices assertive discipline. We encourage good behavior and give praises for that in each child. However, there are times when unacceptable behavior must be followed with a brief "time out." Continued behavior of that type will be brought to the parent's attention so that both Kids' Zone and the parents can work together for the desired behavior and outcome of the situation. Discipline involves training and teaching.

### **Discipline must be:**

- Individual and consistent for each child;
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control.

**A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which includes at least the following:**

Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;

Reminding a child of behavior expectations daily by using clear, positive statements; and

Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

**There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:**

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;

- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom or closet with the door closed; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

If a child is repeatedly unable to adhere to Kids' Zone's set rules, and all other options have been explored, the child will be removed from enrollment. Kids' Zone has the right to dismiss a child from enrollment at any time.

## **Clothing/Personal Property**

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Children should wear comfortable clothing that allows them to participate in all activities both inside and out. Dress your child appropriately considering the weather and play activities. Girls should wear shorts underneath their dresses and skirts. Please label all jackets and additional outerwear.

## **Arrival and Departure**

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For your child's safety, it is imperative that you physically deliver them to their classroom and check them in with the teacher. Your child must be here by 10:30am. If your child is not here by this time, they may not come to Kids' Zone for the day. When children come in after this time, it disrupts the other children from their daily schedule and routine.

Your child will be released only to the names on the admission form. A photo identification will be required from those unknown to the director or teacher in charge. This is for your child's protection and safety.

If your child is going to be absent, please call Kids' Zone staff to notify of your child's absence.

## **Transportation**

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If any field trips are taken, parents are notified a week in advance and must sign a permission slip for their child to participate. If parents choose not to allow their child to attend the field trip, they will remain at the center with another class until their class returns.

## **Water Activities**

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During the summer months, Kids' Zone will have a "water day." The children will be allowed to play in the sprinklers on the playground during their allotted recess time.

## **Gang-Free Zone**

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Under the Texas Penal Code, any area within 1,000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

## **Breastfeeding**

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We will supply a chair and private area in our infant room for breastfeeding moms. You may also use the staff bathroom to have a completely private spot to nurse your child. Breastfeeding resources available upon request.

## **Curriculum**

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Our hands-on curriculum begins at the age of 6 weeks. Our curriculum is theme and center-based; age appropriate and child directed which promotes the development of

- Enthusiasm for learning
- Self Confidence and a positive self-image
- A feeling of belonging, love and respect
- Problem Solving ability
- Complex skills and learning in the physical, social, cognitive, and emotional areas of development

Our daily program is flexible, with opportunities for exploration, experimentation, and discovery. Activities are varied and include art, dramatic play, music, science, manipulatives, reading, and outdoor play. Kids' Zone will limit screen time to ages three years old and up.

Children need a balance of inside and outside play. Your child will have multiple opportunities throughout the day to play outside weather permitting. Please send your child in clothing appropriate for the weather and for indoor and outdoor play.

Parents are offered an annual written evaluation at the end of each school year. An evaluation may be requested at any time.

## **Abuse and Neglect of Children**

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Each employee is required to have annual training on recognizing and reporting the signs of abused and neglected children.

**Warning signs of abuse and neglect in children include:** Is overly compliant, passive, or withdrawn, comes to school or other activities early, stays late, and does not want to go home, is reluctant to be around a particular person, discloses maltreatment, shows sudden changes in behavior or school performance, has not received help for physical or medical problems brought to the parents' attention, has learning problems (or difficulty concentrating) that cannot be



attributed to specific physical or psychological causes, is always watchful, as though preparing for something bad to happen, and lacks adult supervision.

The Georgetown Advocacy Center located at 1811 SE Inner Loop Georgetown, TX 78626, is a great community resource for information and training in abuse and neglect of children. We will list trainings The Georgetown Advocacy Center has available for recognizing and reporting child abuse in our weekly newsletter.

If your child is a victim of abuse or neglect, please utilize these phone numbers for assistance:

To report an emergency, call 911.

Call the Abuse Hotline, 24 hours a day, 7 days a week, toll-free 1-800-252-5400.

For situations that do not require 24-hour contact, use the secure internet website:

[www.txabusehotline.org](http://www.txabusehotline.org)

## **Sunscreen and Insect Repellent**

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Kids' Zone West will be happy to apply sunscreen and insect repellent to your child before each outdoor recess. Please bring the sunscreen/insect spray of your choice labeled with your child's first name and last initial. Kids' Zone West will NOT provide these items. We will apply the sunscreen/insect repellent according to the product label instructions.

Children 12 Months and younger and non walking are provided a crib to sleep in with a fitted mattress and fitted sheet. They are positioned on their backs and the environment is free from any choking hazards or other harmful materials.

# EMERGENCY EVACUATION/RELOCATION PLAN

1. Director/Assistant Director will contact JISD transportation for pick up and relocation, then call the local fire and law enforcement.

School Administration—512-746-2170

Law Enforcement—9-1-1

Fire Station—512-746-2505

2. **Teachers will gather necessary items the children will need (ex. diapers, wipes, bottles, etc...) and put them into bags labeled with the child's name. Teachers will meet at designated "MEETING PLACE" as labeled on evacuation posters.**
3. Give teachers their class folder with contact information from the emergency file box, located in the office. Each teacher will use their cell phones to notify parents. Office will also notify parents.
4. **Director/Assistant Director will call local news station to report situation. KXAN 36: 512-476-3636; KEYE 42: 512-835-0042**
5. Start transporting children by class in JISD buses to our relocation spot located at, Kids' Zone Georgetown, 4802 Moreland Dr. Georgetown, TX. 78633. Children 24 months and younger will be placed in a carrier/booster seat during transportation.
6. **Once we have arrived at the relocation spot and determined all children are safe, teachers and office will use their cell phones to notify parents of our safe arrival. All parents will have directions to our relocation spot.**
7. Director/Assistant Director will call the Licensing Representative to inform licensing of our situation. Licensing: 512-834-3231
8. **As parents pick-up their children, we will notify them of our opening/closing plan during the evacuation stages.**

Number to contact after relocation:

Kids' Zone Georgetown

512-868-8300

# Kids' Zone Parent Orientation Form

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

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

I have received information on the following:

- Overview of parent handbook
- Policy for arrival and late arrival
- An explanation of the Texas Rising Star Program
- Expectations of families
- Family support resources and activities in the community
- Kids' Zone emergency evacuation/ relocation plan
- Arrival and departure procedures
- Policies regarding illnesses
- Tour of the facility
- Introduction to Staff
- Parent visit with classroom teacher
- Child development and developmental milestones
- Statement about limiting technology use on site to improve communication between staff, children, and families
- Opportunity for an extended visit in the classroom by both myself and my child for a period of time to allow us both to be comfortable

I have received my copy of Kids' Zone Policy Handbook and acknowledge receipt of the information above.

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Child's Name

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Parent's Signature

Date