

Kids' Zone Learning Center Policy Handbook



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 many locations to serve you in the central Texas area.

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- Whitney Brown

Director- Amanda Brown

kidszonecaldwell@gmail.com

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.

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 Bryan. Their telephone number is 979-776-3637, or you can visit them on the web at www.txchildcaresearch.org.

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

Parent's Rights

A parent or guardian of a child enrolled in a childcare center has the right to:

- Enter and examine the childcare center during its hours of operation and without advance notice.
- File a complaint against the childcare center
- Review the childcare center's publicly accessible records.
- Review the childcare center's written records concerning their child.
- Receive inspection reports and information about how to access the childcare center's online compliance history.
- Have the center comply with a court order that prevents another parent or guardian from visiting or removing the child.
- Be given the contact information for the childcare center's local Child Care Regulation office.
 - Inspect any video recordings of an alleged child incident of abuse or neglect involving their child provided that: video recordings of the alleged incident are available; the parent or guardian does not retain any part of the video depicting a child that is not their own; and the parent or guardian of any other child in the video receive prior notice from the center.
- Obtain a copy of the childcare center's policies and procedures handbook.
- Review the childcare center's staff training records and any in-house training curriculum.
- Exercise these rights without receiving retaliatory action by the childcare center

Hours of Operation

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

Martin Luther King Day

President's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Columbus 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

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

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 kidszonecaldwell@gmail.com or call 979-567-0017 to make any changes to their child's contact information or admission forms at any time.

Tuition Payments

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 5th 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.

Notifications/ Parent information

Kids' Zone will provide a weekly newsletter for parents on the Brightwheel app. 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 written form or via our Brightwheel's app.

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

You may update contact information for your child at any time by either 1. Emailing the change in information to us at kidszonecaldwell@gmail.com 2. Calling the office at 979-567-0017 or letting any of the office staff know of the updates.

Discipline Policy

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. In the event that this occurs, an individualized Behavior Plan will be implemented. This is 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;

Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

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

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.

Bad Weather Days

If inclement weather occurs, Kids' Zone will follow Caldwell ISD. If Caldwell ISD is delayed for bad weather, Kids' Zone will open one hour prior to Caldwell ISD's start time for updates regarding any school delays or closures we will send out notification on the Brightwheel's app; or you may watch your local news station or refer to the Kids' Zone Caldwell Facebook page.

Weather and Outside Play

Daily outside play is not only important for your child's growth, it is also a child care licensing requirement; weather permitting. Kids' Zone uses the Child Care Weather Watch guideline to aid in determining if the weather conditions are safe for outside play as well as the timeline for outside play. You can find a copy of this guideline here: [Child Care Weather Watch \(c-uphd.org\)](http://Child Care Weather Watch (c-uphd.org)).

Health

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 101.0 or greater taken under the arm, or a fever of 100.0 or greater taken on the forehead 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. Kids' Zone will also give over the counter medication as long as the dosage on the label is appropriate unless accompanied by a doctor's note. 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.

It is important to Kids' Zone that parents and educators collaborate to support whole child development. Kids' Zone invites you to ask about our resource material regarding screen time, oral health, health benefit resources and various Professional Development and Healthy/Nutritional best practices.

Nap Time

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. Blankets or any other items such sleeping aids are prohibited for infants 12 months and younger while in the crib. When children transition out of the cribs, Kids' Zone will provide nap mats for rest time. At this time, you are encouraged to bring a blanket and/or fitted crib sheet for your child. Each child will be provided clean designated space to store their nap and other belongings in the classroom.

Meals

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 Fahrenheit 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. Healthy snacks (as listed by the Texas Department of Agriculture) are available for school aged children as children arrive.

Kids' Zone cannot store lunches in the refrigerator. Please include an ice pack in your child's lunch to keep food cold 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.

Clothing/Personal Property

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

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.

Abuse and Neglect of Children

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.

Scotty's House Brazos Valley Children's Advocacy Center, located at 2424 Kent Street Bryan, TX 77802, is a great community resource for information and training in abuse and neglect of children. Kids' Zone may provide a list of trainings that Scotty's House Brazos Valley Children's Advocacy Center has available for recognizing abuse and neglect upon request.

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

Curriculum

Our hands-on curriculum begins at the age of 6 weeks. Each classroom utilizes Frog Street Curriculum. Teachers are provided Frog Street Curriculum training, planning time, access to Frog Street Portal to obtain resources, as well as timely feedback on lesson plans. Our curriculum is theme and center-based; age appropriate and child directed. Our goal is to promote 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.

Supporting Inclusive Services to Children with Special Care Needs

Kids' Zone is proud of our history of working with the individual needs of our children and will work with the parents whose children may need additional support or have special care needs. When applicable, we will make referrals to outside support services including but limited to, early intervention, speech, occupations, and physical therapy and other types of services, and participate in IEP (Individual Education Plan) or ISFP (Individualized Family Service Plan)

meetings when appropriate to best meet the needs of the child. Kids' Zone will make appropriate accommodations for a child with special care needs as recommended by the child's healthcare provider and/or qualified professionals affiliated with the school district or an early childhood intervention program. Accommodations may include, but are not limited to adapting equipment, procedures, and methods to meet the child's needs in the classroom setting. Kids' Zone will allow outside resources/therapists into the program to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearances to be in the building, the behavioral/therapeutic plan is shared with the administration and the resource/therapist works cooperatively with Kids' Zone employees to meet the needs of the child. Presence of the resource/therapist must mitigate any and all safety risks the child presents to themselves and to others and must be collaborative and complimentary to the program. Should the resource/therapist be disruptive to the program or not have authority or ability to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program. Kids' Zone will utilize any recommended adaptive equipment that has been provided by the parent or resources/therapists. Kids' Zone does not provide separate classrooms for children with special care needs. Research has shown that children with disabilities benefit from learning alongside their peers in an inclusive environment. Inclusive classrooms promote lifelong skills such as empathy and compassion as well as increase social-emotional development for all children.

Accommodating Families and Children

Our program supports families and children who may need additional accommodations, to include home language, special needs/differing abilities, and cultural backgrounds. We accommodate family culture in various ways: bilingual staff, Spanish/English labels in each classroom, flexible teaching methods, and designated space for intervention sessions or therapies when needed are a few ways we accommodate families.

Child Assessment Policy

Parents are offered an annual written evaluation at the end of each school year upon request. An evaluation may be requested at any time throughout the year by the parent. We utilize anecdotal assessments such as, Frog Street Developmental checklist for observing developmental progress as well as informal/spontaneous assessments to measure your child's progress.

Sunscreen and Insect Repellent

Kids' Zone will be happy to apply sunscreen and insect repellent to your child before each outdoor recess. Kids' Zone will provide sunscreen daily. Kids' Zone will not provide insect repellent. If you would like to provide your child with your own sunscreen, please bring the sunscreen and/or insect spray of your choice labeled with your child's first name and last initial. We will apply the sunscreen/insect repellent according to the product label instructions.

Tuberculin Testing

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

Immunization

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. Children are required to have CURRENT immunizations by the time they enroll. Parents are required to continue to provide up to date shot records as their child receives additional shots after time of enrollment.

Transportation

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

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. Kids' Zone does not allow children to swim in any pools or bodies of water that are greater than 2 feet deep for any age group.

Family Activities

We encourage families to participate in our:

Valentine's Day Party
Easter Egg Hunt
Easter Party
Mother's Day Breakfast
Donuts with Dad
Trike-A-Thon
Fall Festival
Trick-or-Treat
Halloween Party
Thanksgiving Fest
Turkey Trot
Christmas Party

Gang-Free Zone

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

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.

EMERGENCY EVACUATION/RELOCATION PLAN

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

School Administration—979-567-2400

Law Enforcement—9-1-1

Fire Station—979-567-3271

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. Teachers will take their classroom's tablet to access the Brightwheel app. 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. KBTX: 979-846-7777; KAGS TV: 979-703-8404**
5. Start transporting children by class in CISD buses to our relocation spot located at, Caldwell Civic Center, 103 TX-21, Caldwell, TX 77836. 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: 512-965-8715
8. **As the parent's pick-up their child, we will notify them of our opening/closing plan during the evacuation stages.**

Number to contact after relocation:

Kids' Zone, Downtown

512-746-4144

Kids' Zone Parent Orientation Form

Name of Facility: _____

Name of parent/ guardian: _____

I have received information on the following:

Overview of parent handbook

Parent Rights

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 booth 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.

Child's Name

Parent's Signature

Date



Kids' Zone Caldwell

105 North Echols St.
Caldwell, Texas 77836

979-567-0017

Hours of operation: 7:00am – 6:00pm

Tuition is due by Tuesday of each week. Any payment made after Tuesday will incur a \$5 late charge per day. Tuition is due regardless of school holidays, vacation, sick days, or bad weather days with the exception of one free week each calendar year. This free week may be used when your child is not present the whole week of school.

. * Tuition prices are subject to change with a 30-day notice.

Full Time Care

Tuition includes morning and afternoon educational programs, morning breakfast, and an afternoon snack.

Classroom	Annual Registration Fee	5 Day (M F)	3 Day (MWF)	2 Day (T h)
6wk 24 months	\$75	\$170	N/A	N/A
2 years – 3 years	\$75	\$160	N/A	N/A
3 years 5 years	\$75	\$150	\$100	\$80

After School Care

Tuition includes an afternoon educational program, homework sessions, and an afternoon snack.

Drop in rate \$30 a day.

Classroom	Registration Fee	5 Day (M-F)	School Holiday Fee
3-6pm	\$75	\$65	\$20 per day additional
Summer Program	\$75	\$150	N/A