

Kiddie Castle Children's Center



PARENT HANDBOOK

**2214 Cavitt Ave, Bryan, Texas 77801
979 (822-7147)
www. kiddiecastlechildrenscenter.com
email:kiddiecastle@suddenlinkmail.com**

Dear Parents:

Welcome to Kiddie Castle. We appreciate this opportunity to work with you and your child and we hope to build a lasting relationship of confidence and trust. Kiddie Castle is a second generation family owned and operated business. We are dedicated to serving the families of Bryan-College Station and have been since 1981.

We strive to provide a nurturing environment that allows children to develop the skills needed to be successful in life. Our goal is to help your child develop socially, mentally, physically, and emotionally. Responsibility, independence, and respect are integrated into our daily program. We encourage children to accept and appreciate their individual differences and cultural family traditions.

We invite you to observe your child in their classroom setting and become a part of our Kiddie Castle Family.

Your suggestions and comments are always welcome and deeply appreciated. Once again, thank you for allowing your child to be a part of our lives.

Sincerely,

The Kiddie Castle Family

MISSION STATEMENT

It is our mission to provide all children entrusted into our care with a nurturing environment that recognizes each child's individuality and promotes physical, cognitive, emotional and social growth.

POLICY

Kiddie Castle is a private school open to all children regardless of religion, race, nationality, or creed. Our facility is licensed for children six weeks through 13 years. Currently we are only accepting children between the ages of six weeks and six years old.

ENROLLMENT REQUIREMENTS

In order to enroll at KIDDIE CASTLE, your child must have officially turned six weeks.

Our licensing requirements state that on the first day of enrollment, parents must provide the school with the following:

1. A completed enrollment form (no areas may be left blank) and a vaccination record (see Appendix I).
2. All children are required to have a vision and hearing test by their fourth birthday according to state licensing regulations.
3. Physician's statement allowing your child to attend school. Parents have up to 12 months to provide this. We recommend that you provide this at the time of enrollment.
4. Discipline and Guidance form, receipt of Operational Policy (Parent Handbook) and the "Gang Free Zone" form.
5. Emergency cards and permission for sunscreen/bug spray and photos.
6. Kiddie Castle participates in the following programs: Food Program Assistance and Texas Rising Star. Both programs require separate paperwork to be completed prior to first day of enrollment.

As part of our commitment to providing a healthy and safe environment, all forms are required to be updated at the beginning of the school year. Parents will be asked to review, update, sign and date the forms every year.

Parents will be given written notification for any missing information. You will have ten working days in which to comply with all updates or show proof of a scheduled appointment with a physician. In order to maintain a safe and healthy environment for all children, we will not be able to allow your child to return to school if you are not in compliance at the end of that ten day period.

If you wish to notify us of any updates/changes in information, you may provide us with written changes either in person or through our email kiddiecastle@suddenlinkmail.com

*See attached immunization sheet for requirements. Please be aware that immunization requirements may change periodically. You will be required to follow the most current requirements in order for your child to attend KIDDIE CASTLE.

PARENT ORIENTATION

As part of the enrollment process, parents will tour the facility and meet with the teacher. You may wish to observe the classroom (with and/or without) your child for a period of time to allow for both you and your child to feel comfortable. We ask that while observing, you are mindful that the teacher's primary responsibility is to supervise the children under her care, this may not allow for any extended

communication between you and the teacher. If you wish to have a more in depth conversation with the teacher, a separate time will be arranged.

We ask that you spend a few minutes to complete our orientation checklist before the first day of attendance.

HOURS OF OPERATION

Kiddie Castle is open year round from 6:45 a.m. to 5:45 p.m., five days a week, except for the specific holidays listed in the, "holiday schedule." School holidays will have no effect on tuition rate for the week.

Our drop off time is 9:30 a.m. In order to meet staff and student needs, we will not accept children after this time. Exceptions will be made for scheduled appointments.

TUITION AND FEES

Registration Fee

A one-time non-refundable fee of \$75 is payable upon the receipt of acceptance of your child into our program.

Supply Fee

A supply fee of \$60.00 will be collected in September and in February which will provide for annual supplies. Supply fees are prorated for those children who start later in the year.

Tuition

Tuition is due **weekly** every Monday, regardless of whether there are 4 or 5 weeks in the month. Tuition is considered late by Wednesday of every week and is subject to a \$10 late fee for each day it is late. You may pay by cash, check or money order. All checks will require a valid driver's license number. There is a 5% discount on additional siblings. A 5% discount is offered if you choose to pay a year's tuition up front.

If for any reason you decide to withdraw your child from our facility, we require a two-week written notice for consideration of prorating your tuition.

In appreciation of referrals to our program, we offer a \$100 credit for referrals in attendance for ninety days.

Late Fees

A late-pick up fee will be assessed if children are not picked up on time. If you know that you are going to be detained, please inform the school immediately.

5:45-6:00	\$25 flat rate
6:00-onwards	\$2 for each additional minute

You will be notified of any late fees. Late fee charges will be added to tuition for the following week.

DROP-OFF AND PICK-UP

Please use the front entrance when dropping off your child, side gates are to be used as fire exits only. Parents are asked to sign their child in daily at the front register upon arrival and then escort them to their teacher. At the end of the day, please sign your child out at the front register. Children may be picked up from their classroom or outside (weather permitting). If the children are playing outside, please come into the school and pick them up.

We have a secured keypad entry for the front door. We will notify you of the code upon enrollment, we ask that you not share the code with anyone who is not authorized for pick-up. We discourage you from sharing the code with your children, they may inadvertently share the code with a non-authorized individual.

Authorization to Pick Up Child

Only those persons listed on the enrollment form and emergency cards will be allowed to pick up your child. Parents are required to provide a written note informing us who will be picking your child up. If someone who is not listed as an emergency contact is picking up your child, please let us know in writing.

Identification will be required from all persons picking up your child. In cases of divorce, legal separation, or custody concerns, we require legal verification.

ATTENDANCE AND ABSENTEEISM

Please have your child at school by 9 a.m. Consistent and timely arrival allows for maximum participation for your child as well as limited interruption for the group as a whole. Establishing a routine is imperative in encouraging all our children to develop cognitive skills, interactive (social) skills, and a feeling of security in the classroom. These components work together and help build the foundation for entering kindergarten. Your role in ensuring your child's timely arrival is an essential aspect of partnering with our school.

We ask that you notify the school if your child is unable to attend class. Absenteeism will have no effect on tuition.

If your child is absent from school for a minimum of one month (30 days), his/her spot will be held provided that one-half of your regular tuition is paid for each month that your child is not in attendance. If your child is absent for anything less than one month, full tuition is owed.

OUR LESSONS

At Kiddie Castle, our goal is to nurture the whole child. In order to do this, we believe in offering a curriculum that fosters a love of learning for every child and encourages academic, social, emotional and physical growth. Each class follows theme-based units, with flexibility for children to have the freedom to discover the world around them. Children are encouraged to explore their interests and satisfy their natural curiosity. They choose from a variety of independent and group activities which include: Blocks, small manipulatives, puzzles, dramatic play, science, literacy, art, technology and music and movement.

As part of our commitment to the global world we live in, all classrooms will have bilingual (Spanish) activities/units throughout the week.

CLASSROOMS AND ATTENDANCE

Children are assigned to classrooms based on their age and development. Each class has a primary lead teacher. Our program is based on each child's social, emotional, and physical developmental needs. We

believe that children are happy and secure when they have plenty of opportunities to challenge themselves as well as succeed each day, thereby promoting a positive self-esteem and self-confidence. Children are transitioned into new classrooms throughout their time with Kiddie Castle. Families are given verbal notice and are encouraged to discuss the move with their child. Children will have the opportunity to visit the new classroom and meet the new teacher before their final move

Kiddie Castle encourages you to have your child at school by 9am in order to maximize the benefits from our curriculum. We understand that our families have to work around their busy schedules, but we ask that you avoid bringing/picking up children during naptime. This can be disruptive to children that are resting. Of course, we understand that appointments etc. have to be scheduled for your convenience, but your consideration to the needs of all our children is greatly appreciated.

CLASSROOM ENVIRONMENT

Our classrooms and staff are held to the highest standards. Each room is cleaned daily. Toys, tables, bathrooms, etc. are sanitized at naptime and the end of each day.

The lessons, books, and equipment in each class are selected based on their appropriateness to the specific age group and to provide the maximum enrichment for your child. Lessons and books are rotated on a regular basis to provide a sense of challenge and newness.

OUR STAFF

Caring for your children is a privilege for us; however a love of children is not enough to ensure that we are able to provide the best quality care for our students. Members of our staff are carefully selected, trained, and evaluated to ensure that they conform to the Kiddie Castle philosophy of childcare. Each teacher must have the skills to meet the early education needs of children. Our staff undergoes thorough training before teaching in a class room.

After passing a criminal background check and national FBI fingerprint check, staff receives orientation as well as First Aid, CPR and allergic reaction training. Staff will also complete training on Minimum Standards and complete a Pre-Service training that addresses: Child Supervision, Shaken Baby Syndrome, Sudden Infant Death Syndrome, Abuse & Neglect, Child Development, Vehicle, Safety & Emergencies, Discipline & Guidance, Lesson Plans, Class Management, & Professional Development. Along with this, we have teachers train in the classrooms with a mentor teacher. All of our staff is required to complete a minimum of 30 hours annually in continuing education.

At this time, KC does not require staff to have any mandated vaccines.

It is our policy that staff may not engage in private babysitting. We kindly request that you do not ask our staff to babysit your child in their off hours. **Kiddie Castle staff is strictly prohibited from transporting any child to and/or from the facility even with parent's permission.**

OUTDOOR PLAY

Each room's daily schedule includes outdoor play time for approximately 30 minutes in the morning and 30 minutes in the afternoon. We have three age appropriate playgrounds. Children's outdoor times may change due to weather concerns and heat. As well as the scheduled outdoor playtimes, children have the opportunity to play prior to evening pick-up, weather permitting. Please check your child's class schedule for timings.

TECHNOLOGY TIME

Technology has allowed for a variety of new lessons to be available to children, however, we believe that allowing children to have hands on exploration, face to face interactions and play, teach skills that are most valuable. We periodically use tablets to reinforce particular topics, music and movement lessons and STEM (Science, Technology, Engineering, Math).

In case of prolonged inclement weather (several days of the children being unable to go outside), children may watch occasional children's videos (maximum of 30 minutes one to two times a week, not to exceed four times a month). KC will also have periodic special, "Movie Days" which parents will be notified of prior to presentation, where a suitable children's movie will be played. As per licensing requirements, children under two may not watch movies or have computer time.

MEALS AND FOOD SERVICE

Breakfast, lunch and snacks are provided to each child enrolled at no additional cost.

Menus for breakfast, lunch, and snacks are posted on the bulletin board. Families on our email will be sent a copy of the menu. You may also pick up a copy at the front desk.

Breakfast service is between 8am & 9am. Lunch service is between 11am & 12pm. Afternoon snack service begins at 1:45 pm. If there are dietary restrictions due to medical allergies or religious reasons, please notify administration. KC may be able to make some alternative arrangements; however since we are part of the Federal Food Assistance Program, each case will be evaluated on an individual basis. It is the parent's responsibility to feed the child if arriving after breakfast, lunch, or snack has been served.

Infants are fed according to their individual schedules. KC will provide infant formula, baby cereal and infant fruits and vegetables of our choosing. If you wish to use brands of your choosing, please provide it to the school. **All food and liquid is stored out of the reach of children until the time of consumption.**

Meals served here must meet nutrition requirements established by USDA's child care food program. We request that you do not bring in outside food. Please check your child's daily schedule for meal times to ensure that you have your child at school on time for our food service.

NURSING MOTHERS

If you choose to nurse your child at our center, please let office staff know and we will be happy to assist you. We are able to store breast milk in our freezer or refrigerator. Please label all containers with child's name, expiration date and the amount in ounces. Our resource book (available upon request) can provide you with further information regarding nursing.

SUPPLIES

Please provide the following items for your child: a complete change of clothes, a wipeable mat, and blanket, sunscreen and insect repellent.

For children who are not potty-trained, please send diapers/pull-ups and wipes.

Children who are in our toddler rooms must bring two sippy cups daily. Children in our older classes must bring a reusable water bottle. The cups and bottle must be labeled with the child's name and taken home on a daily basis to be washed.

Blankets and pillows should be taken home on Fridays to be cleaned.

SCHOOL CLOTHING

It is recommended that children's clothes be comfortable and allow for freedom of movement. As part of developing their independence, we suggest that you dress your child in clothes that are easy for them to handle.

Though our children will be wearing smocks during various art projects, accidental spills may occur. Please keep this in mind when dressing your child for the day. Dressing in layers is suggested, especially during the cooler seasons. Parents are responsible for providing sweaters, coats, hats, and gloves.

Comfortable shoes are required. We ask that flip-flops and cowboy boots not be worn to school for safety reasons.

ILLNESS

Please do not send your child to school with a temperature that exceeds 101 degrees orally or 100 degrees underarm. Children must be fever free without medication for 24 hours before returning to school.

Children with rashes or eye infections will not be allowed to attend without a doctor's release. For certain illnesses, our policy is to follow the recommendations of the CDC and/or the Brazos County Health Department. Licensing requires notification of certain illness to the health department. (Hepatitis A, Hepatitis B and C, Legionellosis, Measles, Meningococcal meningitis, Novel coronavirus, Novel/variant influenza, Pertussis, Rubella and Tuberculosis. Please go to www.dshs.state.tx.us for further information.

Parents with children in affected classrooms will also be notified by a posted sign and/or email.

Children who have uncontrolled diarrhea or two or more vomiting episodes in 24 hours may not attend until they are symptom free for 24 hours.

If your child develops any symptoms of illness, including the ones mentioned above or a fever over 100.4°F orally or 99.4°F underarm while at school, we will notify you and ask that you pick him/her up as soon as possible. Your child may not return to school until they have been symptom free without fever reduction medication for 24 hours or you have a physician's release.

MEDICATION

Licensing requires that any medications that need to be dispensed must be in their original containers. We ask that all medications, including over the counter medication, be properly marked with the child's name and date. Written permission is required to dispense the medication and it will be administered according to label directions or as amended by a physician and only at the times indicated on the medication log. The medication log will be located at the front office, please fill it out each day that medicine is to be administered. Medication must be handed to a staff member and not left in bags, lunch boxes etc.

We can only administer OTC medication if it is approved for your child's age, unless you have a physician's release.

EMERGENCIES

In case of accidental injury or sudden illness, proper care will be given and an immediate attempt to contact a parent will be made. If a parent cannot be contacted, we will notify an emergency contact. If

there is no emergency contact listed and parents are not able to pick up their child, local authorities will be contacted. Should it be deemed necessary, an ambulance or other emergency personnel will be notified.

The Director or another staff member will be in charge and make all decisions regarding the care of your child until the arrival of the parent or the emergency aid. It is imperative that we are kept current of all health concerns and phone/emergency numbers. Any expenses incurred during an emergency will be the responsibility of the parent.

Minor Emergencies

At Kiddie Castle, we have a policy to inform parents by notes of any small incidents that may occur including bumps, small scrapes, bites, and scratches. If you wish to be contacted immediately for these things, please let us know.

In Case of Facility Emergency and/or Evacuation

The whole school participates in the following drills:

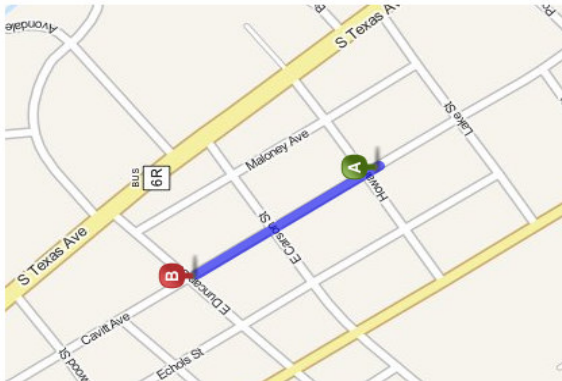
Fire drill every month.

Severe weather drill every four months.

Lockdown every six months.

In case of evacuation from the facility due to bad weather or any other danger, all children will be relocated from Kiddie Castle (A) to our evacuation site Cavalry Baptist Church (B) on 2009 Cavitt Ave, Bryan, Texas 77801.

1. Head 0.2 miles northwest on Cavitt Ave (make a left from the center) towards Howard Street.
2. Destination is on the right hand side



-In case of emergency, parents will be notified immediately by email and/or by phone.

-In case of evacuation of building, parents, Child Care Licensing, and emergency services will be notified. The emergency phone number on file with Child Care Licensing is Nazneen Askari's cell phone number. Children will be escorted from the facility to Cavalry Baptist Church. Children will walk with the assistance of the teachers, who will have their classroom attendance sheet of children in care at the time of the emergency, to the church and wait in a safe and calm place until parents/guardians arrive.

In case of an emergency that does not allow for children to walk (e.g. severe weather, gas leak) children will be placed in emergency vehicles and/or staff vehicles and driven to the above location. Note: KIDDIE CASTLE does not have the appropriate number of car seats that are required by law to transport the children. However, the Director, or person in charge will be responsible for making the decision to

evacuate in cars if the risk of staying on property grounds outweighs the risk of leaving the facility in the fastest manner possible. The person responsible at the front office will have in their possession emergency data cards of each child that contain emergency contact numbers, and authorization for emergency medical care. Children will be reassured that they are safe and parents are on their way to pick them up. Please see above directions for how to arrive to the location.

Evacuating children under 24 months

Children who are under 24 months or have difficulty walking will be placed in a stroller and/or cribs. Staff will push the stroller/crib to above mentioned location with emergency cards and wait for parents. If deemed necessary, children will be placed in staff and/or emergency personnel vehicles and taken to the above location. As stated above, KIDDIE CASTLE does not have enough car seats to transport children.

KIDDIE CASTLE is not responsible for providing car seats or for any injury, accident, or other unforeseen issue that may occur while children are being relocated for their safety.

DISCIPLINE AND GUIDANCE

The full extent of our discipline includes verbal communication with the child in order to redirect and/or isolation from an activity. Texas Department of Protective and Regulatory Services mandates in their Minimum Standards for Child Care Centers (2006) that discipline must be:

Discipline and Guidance Policy for _____
Name of Operation

- ◆ Discipline must be:
 - (1) Individualized and consistent for each child;
 - (2) Appropriate to the child’s level of understanding; and
 - (3) 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 include at least the following:
 - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (3) Redirecting behavior using positive statements; and
 - (4) 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:
 - (1) Corporal punishment or threats of corporal punishment;
 - (2) Punishment associated with food, naps, or toilet training;
 - (3) Pinching, shaking, or biting a child;
 - (4) Hitting a child with a hand or instrument;
 - (5) Putting anything in or on a child’s mouth;
 - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
 - (7) Subjecting a child to harsh, abusive, or profane language;
 - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed;
 and
 - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.	
Signature _____	Date _____
Check one please:	
<input type="checkbox"/> parent <input type="checkbox"/> employee/caregiver <input type="checkbox"/> household member of child-care home	

Parents will be asked to sign a copy of this form and turn in at the time of enrollment.

Student Behavior

Kiddie Castle uses positive discipline and guidance. Sometimes a child may engage in a behavior that has hurt another child. When this happens, the families of both children will be given a report to sign. In situations where there is behavior that is creating disruption for other students, parents will be notified by writing through a behavior report. If there is persistent behavior that cannot be resolved, the family will

be called in for a conference and advised of options and resources in the community to assist with the particular behaviors in question.. We will work with families that are enrolled in a behavior modification program for their child if at all possible. We will not allow another child to be put at risk of danger due to a behavior problem. If your child is causing harm to another child at Kiddie Castle, your child may be suspended and/or expelled.

Our goal is to work with every family to ensure that each child is healthy and safe. If there are any concerns that we may have regarding the well-being of your child or vice-versa, we will make every attempt to partner with you as the primary care-giver to help your child be as successful as possible.

Biting Behaviors

Toddlers will sometimes engage in biting until they are better able to communicate. While we understand that this is a developmental stage that some toddlers go through, we also have to meet the needs of the whole group. We believe the best approach to end this behavior is to work very closely with the child and the parents to find solutions to help the child. Our policy for this behavior requires that a child who bites three times in one day must go home for the remainder of the day. Children who continue to bite over a period of time and hurt other children may be suspended or expelled at the discretion of administration.

SUNSCREEN, INSECT REPELLENT, AND DIAPER CREAM:

Kiddie Castle encourages the use of sunscreen to protect children from the sun's harmful rays and insect repellent during the summer months when mosquitoes are most likely to bite. Families are asked to apply sun block and bug spray in the morning before coming to school when dressing the child. The center will apply sun block and bug spray in the afternoon after naptime. All items must be supplied by the family. By sending these items, you give the center authorization to apply them to your child. Kiddie Castle does not provide any type of diaper cream, sunscreen, or insect repellent.

LOST & FOUND:

Please label all items that come to school with your child (extra clothes, jackets, show and tell items etc). Lost and found items will be kept in our "Lost and Found" box in the office. After one month, the items will be donated to charity. Kiddie Castle is not responsible for any lost or damaged items.

HOLIDAYS AND VACATIONS

Our school will close for Martin Luther King Day, part of Spring Break, Good Friday, Memorial Day, Independence Day, Labor Day Thanksgiving (Thursday and Friday) Christmas (Christmas eve, Christmas day, and the day after Christmas), New Year (New Year's eve and New Year's day). Holidays are scheduled according to the Bryan ISD schedule.

Holidays/Vacations have no effect on tuition.

In the event of severe weather, we will follow Bryan ISD with regard to closures. We will have a message on the answering machine and will inform KBTX-TV.

VISITS TO THE SCHOOL

At KIDDIE CASTLE we have an open-door policy which means that you are welcome to visit and observe our school at anytime during hours of operation without prior notification. We request that upon arrival you inform the office that you are visiting the facility.

FIELD TRIPS

We will host a number of on-site field trips for our pre-school and three year old classes that will give the children an opportunity to experience and participate in community activities. Parents are welcome to help chaperone and join the fun.

VIDEO & PHOTOGRAPHS:

We take pictures and videos of the children on occasions and for special events. By signing the video/picture release, you are granting us permission to photograph and film your child. The pictures are sometimes posted on Facebook and other social media pages, Kiddie Castle website and in other promotional materials. Pictures may be used in materials for informational purposes within the school and also be used in public displays, newspaper other print media, television, etc. There will be no compensation for usage of any image.

Professional photographers come to the school twice a year. All children will be photographed, unless you instruct us not to take your child's picture. Purchasing these pictures is optional

SPECIAL EVENTS

Parties

Throughout the year, we will have a number of parties for special occasions. Parents can help by providing food, prizes, and/or volunteering during the event. All assistance will be greatly appreciated.

Splash Days

During the summer months the children participate in "Splash Days" (water sprinkler play). We ask that you please send bathing suits, water safe shoes and towels. If for some reason you or your child does not wish to participate, please inform us.

Guest Speakers

We will bring in special guest speakers/presenters to share skills and experiences with the children throughout the year. All presentations will be under staff supervision. If you would like to share an item or an experience with us, please let us know.

Birthdays

We will celebrate birthdays during afternoon snack time. Parents are welcome to attend their child's celebration. We ask that you not send birthday invitations or favors to school, unless you are sending them for the whole class.

If you wish, you may make a book donation to our school for your child's birthday.

Movie Days

Throughout the year we will have special movie days for our children. These are limited to our children who are over two years old. Parents will be notified in advance.

FAMILY RESPONSIBILITIES

Our Partnership

KC is excited to partner with you in helping your child reach his/her maximum potential. We recognize that you are the expert on your child and the immense responsibility we have to provide the best in care

for each of our little ones. You as a parent/guardian are the most important role model for your child and we are honored to partner with you. This partnership works by us doing our part to keep your child safe, nurtured, and thriving. It also relies on you to provide consistent structure, communication of needs, and an adherence to our policies and procedures. As partners, we know that our mutual goal is the well-being of your child.

Arrivals and Departures

Every child in attendance must be checked in and out daily. Please be sure that anyone authorized to pick up your child is listed in your child's file. No child will be released to anyone not on the list. Persons authorized to pick up your child will be required to show identification before a child is released to them. When you authorize another adult to pick up your child from Kiddie Castle you must include their name, phone number, and address. You must be the parent, legal guardian, or authorized person and be over the age of 18 to pick up a child. If a parent wants to delete a legal parent or guardian, the parent/guardian must provide legal documentation of child custody or restraining order.

Drop-Offs

Sometimes children experience separation anxiety at drop-off. While this is not an unusual situation, it can be stressful to both the parent and the child. Our goal is to help make that transition as easy as possible. We will take your lead in how you would like us to handle separation anxiety. Please inform the teacher of how you would like your child to be greeted (taken from your arms, allowed to have his/her "space" etc.). Some parents prefer to drop their child and quickly exit the room, while others like to sit and allow a gradual transition into daily activities. Your comfort and the comfort of your child is of utmost importance to us. If you wish for further suggestions, please let us know and we can partner on finding ways to help this transition.

Parking

When dropping off and picking up your child, please limit your time in the driveway to 15 minutes. If you need to be inside the building for a longer period of time, we ask that you park in our parking lot or on the side of the road.

Parent Questions and Concerns

We look forward to a long relationship with you and we are always interested in learning about better ways to serve you and the children you have entrusted to our care. As part of our commitment to a partnership, we ask that if you have any concerns, no matter how large or small please let us know. We cannot solve a problem if we are not made aware of it. **Feel free to visit with any of the management team or office staff any time you have a question or suggestion or share your thoughts with us through one of the periodic surveys we will be distributing.** Our goal is to educate each child to the best of our ability so they have a love for learning and respect for others.

We encourage you to discuss any classroom issue with your child's teacher. We welcome your input and will make every effort to resolve concerns. However, we ask that concerns always be communicated in a professional and courteous manner, and that all our staff be treated with the respect they deserve as partners with you in caring for your children. For concerns that require lengthy conversations, please schedule a conference with the teacher and the Director.

Healthy communication involves openness, trust and respect. We commit to abiding by these principles and we ask that you do the same. Failure to communicate in this manner may result in you being asked to leave and/or a required withdrawal of your child.

We have a suggestion box by the sign in sheets. We encourage constructive suggestions.

Parent Meetings

We will have a general parent meeting at the beginning of the fall semester. This will be a time to discuss general upcoming events, school policies, fundraisers, parent projects and any other topics that may arise. It is also a great time for the parents to meet each other.

Parent Conferences

Conferences are scheduled twice a year in May and December. Sign-up sheets will be posted for you to pick a convenient time to meet with your child's teacher and review his/her development. We strongly encourage you to attend the conference so that you can see the progress your child has made as well as address any concerns that may have arisen. Teachers are available to meet with parents during the year if you would like to set up a special meeting.

Parent Communication

We believe that open communication between parents and teachers is an essential part of providing a healthy environment for our students. Lesson plans and schedules are posted in each classroom. Each child has a folder in the front office that holds notes, artwork and any other relevant information. Please check your child's folder daily. Kiddie Castle is in the process of going GREEN! Please give us your email so that we may begin communicating with you through email. Once we have completely switched over to emails, lesson plans, menus, newsletters, calendars, updates etc will all be sent via email, though hard copies will still be available for those who wish.

As part of building communication, we ask that you refrain from cell phone use while in the building.

Changes in a Child's Life

It is important that you keep the staff of KC informed about any situation that becomes stressful or causes stress for your child. Stressful situations may include death of a family member or pet, divorce, loss of a job as well as a myriad of others. It is important for all members of your child's team (parents, teachers, siblings, grandparents etc.) to be aware of any changes that may occur within your child. Your child may vent frustrations by exhibiting behavior problems with teachers or other children in school or at home. Your child may also become quiet or withdraw from activities. If you will let KC know in advance, we can work together to help the child. Any information that is shared with the staff will be kept confidential

Volunteers

Kiddie Castle invites families to volunteer their time to help oversee students during special events, parties, and programs. If you have a special interest, occupation, cultural heritage or hobby that you would like to share with the class or the whole school, we would love to have you share with our students. Please feel free to let office staff know and we will be happy to set up a time for you to visit.

Change of Address/Information

Please notify us in writing immediately either in person or by email (kiddiecastle@suddenlinkmail.com) if you move or change your phone numbers, including work and emergency numbers.

Smoking

Smoking is not permitted in the building or on the grounds of Kiddie Castle Child Development Center.

Custody Issues

If parents are going through any kind of a family dispute it will often have a profound effect on a child's behavior. Please inform management and your child's teacher if this happens to your family. Please understand we do not have the authority to withhold a child from any parent having custody or joint custody. To deny a parent the right to pick up a child, we must have a current court order signed by a judge that specifically addresses that issue.

During these times it is important that the child's childcare center environment is as stable and as consistent as possible for the sake of the child. KC cannot become involved in custody disputes, mediate or keep track of which parent can pick up on which days.

TEXAS DEPARTMENT OF AGRICULTURE:

Kiddie Castle offers healthy meals to all enrolled children as part of our participation in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). The CACFP provides reimbursements for healthy meals and snacks served to children enrolled in child care. Please help us comply with the requirements of the CACFP by completing the Meal Benefit Income Eligibility Form. Our menus are approved by CACFP standards.

GANG-FREE ZONE

As part of our licensing requirements, we would like to notify you that Kiddie Castle is a gang-free zone. Please see Appendix II of our handbook for specifics regarding what constitutes a gang-free zone.

MINIMUM STANDARDS

The Texas Department of Protective and Regulatory Services (TDPRS) requires all preschools to adhere to a set of, "Minimum Standard Rules" in order to be compliant and operate a preschool facility. Our goal at KIDDIE CASTLE is to reach beyond the "minimums" and provide the highest quality care for your child. However, we do use the Minimum Standard Rules as a guideline to assist with providing the best preschool environment for your child. If you wish to review the standards, a copy is available in the office upon request. A copy of the most current Licensing Review is posted on the front bulletin board.

TEXAS RISING STAR

"The Texas Rising Star program is a 'voluntary, quality-based child care rating system of child care providers participating in the Texas Workforce Commission's subsidized child care program.' TRS certification is available to Licensed Center and licensed and Registered Child Care Home providers who meet the certification criteria. The TRS Provider certification system offers three levels of certification (Two-star, Three-star and Four-star) to encourage providers to attain progressively higher certification requirements leading to a Four-Star level.

A Texas Rising Star (TRS) provider is a child care provider that has an agreement to serve Texas Workforce Commission (TWC)- subsidized children and that voluntarily meets requirements that exceed the State's Minimum Child Care Licensing Standards.

Providers that voluntarily achieve TRS provider certification, offering quality care that exceeds the State's Minimum Child Care Licensing Standards for director and staff qualifications, caregiver-child interactions, age-appropriate curricula and activities, nutrition and indoor/outdoor activities, and parent involvement and education, are in a better position to contribute to the early development of children. As

providers progress through the levels of TRS provider certification, they contribute progressively more to the development of the children they serve on a daily basis.”

By acquiring TRS status, providers are held to a higher level of care for the children we serve. TRS schools have regular inspections by TWC along with Child Care Licensing.

Kiddie Castle Children’s Center is proud to partner with Texas Workforce Commission and work towards a four star rating. This will enable us to provide a higher level of quality care for the children and families we serve. We look forward to beginning this journey and maintaining a four star status. Further details will be provided upon staff orientation and job duties explanation.

HELPING YOUR CHILD MAKE THE MOST OF THEIR EXPERIENCE

1. In the morning, leave your child at school with a positive attitude and a SMILE!
2. Encourage your child to tell you about their day, on the way home is a great time.
3. Discuss concerns and questions with your child’s teacher.
4. Participate in school activities.
5. Allow your child to complete their activity and clean up their work area when you pick them up.
6. Attend Parent meetings and conferences.
7. Review your child’s work with them at home.
8. Read to your child regularly.

Local Texas Department Protective and Regulatory Services Information

Brazos County office of TDPRS (979)776-3637
Texas Abuse/Neglect Hotline 1(800) 252-5400

TDPRS Website www.tdprs.state.tx.us

APPENDIX I- Immunization Schedule

Ages Birth - 24 Months

	2 mos	4 mos	6 mos	9 mos	12 mos	15 mos	18 mos	24 mos
Hep B	birth/X		X					
Rotateq	X	X	X					
DTaP	X	X	X				X	
Hib	X	X	X			X		
Pevnar	X	X	X			X		
IPV	X	X	X					
MMR					X			
Varivax					X			
Hep A							X	X

Ages 4-11 Years

	4 yrs	12 Yrs
MMR	X	
DTap	X	
IPV	X	
Varivax	X	
Tdap		X
Gardasil (HPV)		X
Meningococcal		X

All four year olds are required to have a hearing and vision screening in addition to their booster vaccine.

APPENDIX II

Please print out the forms below and sign and return prior to the first day of enrollment.

1. Discipline and Guidance
2. Gang Free Zone
3. Receipt of Handbook signature page

Kiddie Castle Children's Center Discipline and Guidance Policy

- ◆ Discipline must be:
 - (1) Individualized and consistent for each child;
 - (2) Appropriate to the child's level of understanding; and
 - (3) 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 include at least the following:
 - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (3) Redirecting behavior using positive statements; and
 - (4) 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:
 - (1) Corporal punishment or threats of corporal punishment;
 - (2) Punishment associated with food, naps, or toilet training;
 - (3) Pinching, shaking, or biting a child;
 - (4) Hitting a child with a hand or instrument;
 - (5) Putting anything in or on a child's mouth;
 - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
 - (7) Subjecting a child to harsh, abusive, or profane language;
 - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

Signature

Date

Check one please:

parent employee/caregiver household member of child-care home

Student Name: _____

New Requirements Regarding Gang-Free Zones

For Child Care Centers

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

What is a gang-free zone?

A gang free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where the gang-free zone ends?

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of persecution. Parents may contact their local municipality of court house for information enforcing tougher penalties.

What is the purpose of gang-free zones?

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does this mean for my day care center?

A child center must inform parents or guardian of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

When do I have to comply with the new requirements?

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care.

For further information please contact your licensing representative or your local licensing office.

Child Care Licensing/jr
DFPS Form 2846
8/31/2009

AGREEMENT

I understand, and agree to abide by all policies and procedures set by Kiddie Castle and as stated in the Parent Handbook.

I agree to pay Kiddie Castle Children’s Center, Inc. any and all fees and tuitions due. I am paying my registration fee and first week’s tuition in advance. Both the registration fee and first week’s tuition are non-refundable.

I understand that sunscreen, diaper cream, and insect repellent will be applied if I provide it.

Kiddie Castle reserves the right to modify or change policies and tuitions, as well as the policies and procedures in the Parent Handbook, with a written notice. Your child’s attendance after the change will be considered your acceptance of the new policies, procedures, and or tuitions.

Please initial next to each one and sign at the bottom and return to the office on or before the first day of school.

_____ I have read and agree to follow the Kiddie Castle Parent Handbook.

_____ I have read and signed the Discipline and Guidance Policy and the “Gang Free Zone” pages.

_____ I allow / do not allow (circle one) Kiddie Castle to take my child’s picture for the purposes of social media, promotional purposes, and/or website. I understand that no names will be used in this process.

_____ I have had an opportunity to tour the facility, visit my child’s class and meet my child’s teacher.

Child’s Name: _____

Parent’s Name: _____

Parent’s Email: _____

Signature: _____

Date: _____