

# **KC's Childcare & Learning Center, LLC DBA Kids' Clubhouse**

We are so excited that you have chosen to join the Kids' Clubhouse family, a team committed to providing the highest quality childcare at affordable prices. You can expect to be greeted by friendly faces and know we are providing care to your children in support of our mission statement:

*Kids' Clubhouse will provide a safe, fun, and loving atmosphere that will give parents peace of mind and kids a "club" to call their own.*

Thank you for entrusting your child in our care. We hope you are as excited as we are and look forward to the opportunity to positively impact your child's care.

**~Casi Rains, Owner/Director**

## **Open Door Policy**

We have an open door policy and encourage parents to stop by any time, during our hours of operation. Early childhood education is very important to us. We have many activities parents may participate in with their child. An initial child assessment is completed upon enrollment with quarterly reassessments. The findings will be shared with you during parent and teacher conferences to address any questions, concerns, and progress involving your child.

## **Non-Discrimination Policy**

Applications for enrollment are accepted without regard to race, color, religion, sex, or national origin.  
Mission Statement

Kids' Clubhouse will provide a safe, fun, and loving atmosphere that will give parents peace of mind and kids a "club" to call their own.

## **Hours of Operation**

Our hours of operation are Monday through Friday, 6:00 am to 6:30 pm, January through December. We are closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. We will be open from 6am – noon on Christmas Eve and from 6 am – 2 pm on New Year's Eve. Parents will be notified, in writing, at least 2 weeks prior to any closures, early closures or changes in the closing days and times listed above, Please check the front bulletin board for any such postings and notifications.

## **Documents Required Upon Enrollment**

- A copy of your child's current immunization record; provide updated copies as your child receives required immunizations.
- A written statement from a healthcare professional showing your child has been examined within the past 12 months and is physically able to participate in a childcare program.
- All forms included in enrollment packet
- Copy of parent/guardian's drivers' license

- Food program forms
- Parent Handbook Acknowledgement
- A copy of a hearing and vision screening, for all children, not enrolled in public schools, at 4 years of age.

### **Re-Enrollment**

If for any reason you wish to end care with us, we require a 2 week notice. If you wish to re-enroll, you may be responsible for a re-enrollment fee.

### **Fees and Registration**

The registration fee is \$35.00 per child. This is a one-time, non-refundable fee. Kids' Clubhouse has a monthly curriculum fee that is due the first week of every month. The fee is \$25.00 per child, 18 months old through Pre –K, and is non-refundable. This fee covers all of their curriculum and supplies.

### **Tuition**

Tuition rates are based on the child's age and number of children enrolled per family. Price comparisons are kept current to ensure we are providing our families with fair, competitive, and affordable rates. The weekly tuition is due on Monday prior to the services being rendered. A late charge of \$10 per day will be added until full payment is made. The tuition is the same whether in attendance for 1 or 5 days. There will be no exceptions. Tuition is non-refundable.

With a 2 week notice, your child may be absent from the facility 2 weeks per year with no tuition due. If absence lasts for more than 2 weeks, you must pay tuition in full (minus the 2 weeks) to hold your child's place. Written 2 week notice is required to inform the facility of your decision to remove your child from care. You will be held responsible for the full tuition during those 2 weeks whether or not your child attends the full time. If you remove your child from the facility and then return your enrollment fee may be reassessed and your child will be admitted if space available.

### **Tax Statements**

Tax statements will be made available in January, no later than January 31<sup>st</sup>. In order to receive your tax statement for the previous year, you must not have an existing balance on your account. If there is a balance on the account, the tax statement will not be released until the balance is paid in full and brought current.

### **Returned Checks**

A non-sufficient funds (NSF) fee of \$35.00 will be applied to all checks returned for non-payment in addition to fees charged directly to you by your bank. The NSF check along with fee must be paid in full within 3 business days. If at any time 2 checks are returned for NSF, or you have not paid for a previous returned check, you will be required to pay all future payments in cash, money order, or cashier's check. If a family is no longer enrolled and leaves a NSF check, Kids' Clubhouse will submit the check to the District Attorney's office for collection.

### **Arrival/Departure & Release of Children**

Children must be escorted inside the building by an adult every day  
Parents must sign their child in and out every day with a time  
Please enter the building through the main entrance to pick up your child

Any person other than the parent/guardian must show photo ID before the child can be released. Your child will only be released to persons that you have authorized in writing to pick up your child. If a person comes to pick up your child without authorization and/or ID, your child will not be released. Calling the facility to authorize a person to pick up your child is not accepted. The authorization must be in writing.

### **Late Pick up Charge**

Kids' Clubhouse closes promptly at 6:30 pm. You are considered late at 6:31pm. The late pick up charge is \$5.00 for the first minute and \$1.00 for every minute after. The fee is expected when you pick up your child that evening. If we cannot contact you or the emergency contacts by 7:00pm, we will have to contact Child Protective Services and/ or local authorities.

### **Vacation**

After 3 months of enrollment, you will be eligible for 2 weeks of vacation to use. You must put your vacation request in writing. Your child must not attend the entire week to not have your account charged. Your account must be in good standing and at zero balance to qualify for your vacation week.

### **Bad Weather**

Every effort will be made to remain open in the event of bad weather, even if the ISD closes. Kids' Clubhouse is registered with the bad weather closing system on NBC 5, and will use that system to alert parents if closing or a delay is necessary, Kids' Clubhouse will notify you to pick up your child within one hour of notification of closing. The Director will determine if van service will run. There will be no refunds issued for bad weather closures.

### **Discipline and Guidance**

We strive to provide an atmosphere where the children can be self-sufficient and encouraged to complete multiple tasks daily while learning independence and success. A caregiver may only use positive methods of discipline and guidance that encourage self-esteem and self-control by including one or more of the following:

- Using praise and encouragement for good behavior instead of focusing only on unacceptable behavior.
- Reminding a child of behavior expectations daily by getting on the child's level and calmly express concerns with a child and find a solution together to correct the undesirable behavior.
- Redirection of undesirable behavior by removing the child from the area or complication and introduce the child to a new area of calm.
- As a last resort, teachers may use a brief supervised separation from the group, during which an independent, alternative activity is offered to the child.

**There is no harsh, cruel, or unusual treatment of any kind. The following types of discipline are strictly prohibited:**

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, biting, or pulling a child's hair
- 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 or group
- Subjecting a child to harsh abusive or profane language
- Placing a child in a locked or dark room, bathroom, or closet

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

As an extreme measure, if all of the appropriate steps have been taken to ensure and redirect ongoing inappropriate behavior, a parent or guardian will be notified. A parent/guardian will be notified if a child possesses anger toward a member of staff, other children, or one's self, or is physically and aggressive in nature. If the behavior persists, we reserve the right to terminate care immediately and without notice.

### **Breastfeeding**

Parents have the right to breastfeed their child, and provide breast milk to their child, while the child is in care. Special provisions and a comfortable chair will be provided to any parent at any time wanting to breastfeed their child.

### **Naptime**

For at least one hour each day, usually midday and after lunch, a rest time is provided for all children. The children are presented with many activities throughout the day, so a rest period or naptime is necessary. Children are not required to sleep, but will be required to remain still for a period of time. A quiet activity or book will be offered to those who choose not to sleep.

To protect the health of each child, you must provide a sanitized mat or cot for each child. They may be purchased here, when available, or at a local store. The mat will need to be replaced if it incurs any tears, rips or holes, as the exposed foam cannot be properly sanitized. The mat may need to be replaced more or less often depending on how your child uses it. Parents will need to furnish a small blanket and pillow with the child's name on it, and will be sent home every Friday for laundering. Children under 12 months are not allowed to have pillows or blankets available in the classroom. This is per state licensing.

### **Outdoor Play**

Outdoor play is an integral part of a child's learning experience. Our teacher's plan structured outdoor activities as well as allow for unstructured playtime. We will go outdoors every day, twice a day, weather permitting. All children must go outside if they are present during the scheduled outside time. If there is a specific time of the day that a doctor advises the child should not be outside, please furnish a doctor's note and we will do our best to change the time of the outdoor play. Per state licensing, if a child is "too sick" to go outside, then they are considered "too sick" to be in care and will not be permitted to attend daycare until they are well enough to participate in all scheduled activities.

During extreme hot or cold weather, outside play time may be shortened, but they will still go out twice a day. Please, dress your child according to the weather, keeping in mind that they will go outside.

### **Water Activities**

Water activities that are provided at times for the children in care range from small water table play to swimming pools. Water table activities are a group structured, highly supervised activity that allows hands on for children in a small plate, bowl or bucket of water. This is an activity that is arms and hands in water, only to participate in the current activity. This activity may take place indoors or outdoors. During the summer months, outdoor sprinkler play, may be a weekly scheduled activity. No children, under the age of 5 years, will be transported or participate in an activity involving swimming pools. When 5 year olds or older children are involved in a swimming pool activity, away from the

center, state guidelines on teacher to child ratio for water activities, will be strictly followed. All of these water activities require written permission from the parent or guardian before your child will be allowed to participate. The consent for this can be found on the enrollment form.

### **Illness**

Children who are ill or have taken medication at home for fever in the past 12 hours should not attend. Kids' Clubhouse follows the Texas Department of Family and Protective Services (TDFPS) regulations in addition to our own policies regarding illness. An ill child will not be admitted if one or more of the following symptoms exist:

Illness prevents the child from participating in childcare activities, including outdoor play. If your child cannot go outside due to illness, they cannot attend for that day.

The illness results in a greater need for care that caregivers can provide without compromising the health, safety, and supervision of the other children in care.

The child has an axillary temperature showing 99.3 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness.

Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, or other signs that the child may be seriously ill.

A healthcare professional has diagnosed the child with a communicable disease. A child must have medical documentation to indicate that he/she is not longer contagious.

Head lice can also be common in childcare settings, especially during the summer and beginning of fall, when the jackets go on. We do head checks, discreetly, every Friday, because early detection is crucial to preventing the spread head lice. If your child is suspected to have head lice, you will be notified to pick up your child immediately. Your child must be free of lice AND nits in order to return to care.

If a child becomes ill during the day, we will notify the parent/guardian at once. You must make arrangements to pick up the child as soon as possible, no later than one hour from the time the call was placed. Your child will not be permitted to return until he/she is symptom free for 24 hours. In the event of a medical emergency, we will contact the appropriate agency/department to seek treatment for the child immediately.

### **Allergies**

Due to the increase in the number of people with peanut allergies and latex allergies, there will be NO LATEX OR PEANUT PRODUCTS allowed in the facility. This includes sack lunches you may pack for your child for special occasions as well as balloons, blown up or not. Some of these allergies are severe and must be avoided. Please notify the director of any allergies your child may have, as well as what type of reaction they have and how to treat them if any exposure were to ever occur. If there is an allergy to an item on our menu, please provide a doctor's note stating what the allergy is. An alternate item, in the same food category may be served and in some instances, based on the severity of the reaction to an allergy, the item will be replaced completely on our menu.

### **Health Checks**

We do not perform health checks.

### **Immunizations/ Vaccines & Hearing/Vision Screening**

All children must be current on their immunizations in order to attend Kids' Clubhouse. This is for the safety and protection of all of the children in our care. Also, a hearing and vision screening must be

performed at their 4 year old check up, and a copy of this must be on file in the office. Although it will not be required, it is recommended, beginning August 2015, that all teachers receive a flu vaccine. Also, while it is not mandatory, it is highly recommended that our infant teacher receives a vaccine for pertussis (whooping cough). All teachers and staff are required to have a TB test on file, every 2 years. This is a requirement through Tarrant County.

### **Injuries and Emergencies**

Kids' Clubhouse takes every measure to ensure the safety of all of the children in our facility. If a medical emergency arises, our caregivers are trained to remain calm, assess the situation, and decide the necessary treatment. We will call 911 if needed or transport the child to the nearest medical facility. You will be contacted immediately. In the event you cannot be reached, we will attempt to contact the emergency contact(s) listed on your file information. All of our team members are CPR and First Aid Certified. Parents are responsible for all medical bills that may arise from an accident.

### **Fire and Emergency Drills**

Kids' Clubhouse will conduct fire drills every month to ensure a smooth evacuation in the event of a fire or other emergency that would require us to leave the building. We will have a bad weather drill every 3 months. In the event of an emergency such as fire, storm, tornado, explosion, medical emergency, or toxic waste spill, 911 will be called. In the case of an actual emergency, our 1st off site location will be United Methodist Church located at 201 Peach Street in Crowley. If a further evacuation is necessary, our 2nd off site location will be Bess Race Elementary, located at 537 S Heights Dr in Crowley. A sign will be posted on the door of our facility, stating where the children in the facility have been relocated to, as well as a phone call made to parents after arriving to our off site location. An Emergency Preparedness plan has been developed for several different scenarios constituting an emergency. All staff will be trained and understand what to do in every type of situation. A copy of this plan is available in the office for you to view upon request.

### **Medication**

A medical authorization form must be completed and signed for your child to receive medications. Medication must be brought into the facility in the original container, labeled with the child's name and date. Medications may not be measured in advance or added to baby bottles or toddler cups. Prescription medications will be administered as prescribed by the physician and according to label directions. Medications will be administered at 10am and 2pm. Over the counter medications will be administered according to the label directions for your child's age. Expired medications will not be administered to your child. All medications should be taken home daily.

### **Animals**

Kids' Clubhouse may have animals in the classrooms. These small animals may consist of, but not limited to hamsters, fish, mice, and guinea pigs. If there is an animal on the premises, we will post a sign on the information board to inform you. There may be times when animals may be present in the building. All animals will have all necessary veterinarian shots and health check-ups. The children and staff will practice good hygiene and hand washing after handling or coming into contact with the animal or items used by the animal, such as water bowls, food bowls, and cages.

### **Clothing and Personal Belongings**

All children shall arrive to school clean and neat. Your child will have many opportunities to experience a variety of activities. Simple clothing that is washable will allow your child to participate comfortably in playground activities and messy art activities.

Each child (ages 6 weeks – 6 years) will need one complete set of clothing at the school. Parents are responsible for putting child's name on all personal items that enter the center, such as coats, sweaters, gloves, blankets, etc. We cannot replace lost articles. Children are not allowed to bring personal toys from home except on "Share Day". All parents are asked to place your child's belongings in their assigned cubby. *We will not be responsible for lost or damaged items or clothing.* In the event your child needs a change of clothes and does not have extra clothes at the facility, we will allow them to use extra clothes we may have on hand, when available. If your child borrows a set of clothes, that is worn home, you will be billed \$5. If the clothing is laundered and returned by the next day the \$5 charge will be credited back to your account. If it is not returned, the charge will remain on the account and the parent/ guardian will be responsible for paying for it.

### **Communication and Parent Conference**

We will schedule a parent conference at the request of the parent/guardian, teacher, Director, or owner. We will take into consideration your time and availability. If you prefer, a phone conference can be scheduled as well. Please check the information board for upcoming events, announcements, or other pertinent information.

### **Transportation and Field Trips**

Transportation is provided to area schools and field trip destinations. Kids' Clubhouse will not transport children under the age of 4. Everyone in the vehicle must wear safety belts at all times and follow the van safety rules. All children under 8 years of age will be required to ride in a booster seat or high back seat, depending on weight and height. The parent(s)/ guardian(s) are responsible for furnishing an age and size appropriate seat for their child that will need to be transported on a regular basis... We do not furnish high back boosters unless available, but you may purchase a booster seat at most local stores, or through us for \$25. The booster seats we purchase are Harmony brand and are for children 30-100 lbs, 34-57" tall. A booster seat will be required before any child will be transported. A copy of the car seat regulations may be requested from the office. Children who do not follow the safety rules, wear their seat belt, or distract the van driver will be suspended from riding in the van for a period of time until the problem is resolved.

Parents must notify the facility by 2:00 pm if their child will not need to be picked up on that day. If we do not hear from you, we will assume your child will be riding the daycare van. If your child does not come out, the driver will wait at the school until your child is located. If your child was picked up by someone at school or your child did not attend school that day and Kids' clubhouse was not notified, you may be assessed a \$5 trip charge.

Field trips are planned in advance. All field trip fees must be paid and your account must be current in order for your child to attend a field trip. Permission slips must be signed in advance before any child can leave on a field trip. Parents are always welcome to attend field trips after completing the state required background check.

### **School Pictures**

School pictures may be taken at least once per year. There will be no charge at the time of photo session. A child's picture will not be taken without parent/guardian's written permission. Written permission does not mean that you are obligated to purchase pictures, it simply grants permission for your child's picture to be taken. We will not post any snapshots of your child in any of the following, but not limited to: advertisement, newspaper, internet, etc. without your written consent. We do; however, occasionally post pictures on the bulletin boards around the facility as well as our website

and face book page. If you would prefer for your child's picture not to be displayed, please let the Director know and we will remove it.

### **Meals and Snacks**

We will provide full time children with a nutritional breakfast, lunch and afternoon snack Monday through Friday. All menus are approved by CACFP and are posted on the information board.

We are on an income based food program. Even if you may not qualify for free or reduced meals, you will be required to fill out a student enrollment form annually. This is how we are able to include all meals in your child's tuition and not charge extra for meals or require children to bring their breakfast, lunch and snack in everyday. Breakfast is from 6:30 to 8:45 and will not be served after 8:30am. For children who ride the bus to school, we will stop serving breakfast at 6:50 am as the van leaves promptly at 7:00am. Lunch is served 11:30 – 12:30 and snack is from 2:30 – 4:30. The time your child's meals are scheduled will depend on the age and classroom of your child. A doctor's note will be required if your child has an allergy to anything listed on our menu. This is per food program so that your child may be exempt from anything they may be allergic to and will allow us to offer the child something else from the same food category in its place. No food will be allowed to enter the facility for any meals.

### **Food Service and Preparation**

All food and drinks are made of a safe quality and are stored, prepared, distributed and served under sanitary and safe conditions, including, but not limited to the following:

- The cook must sanitize food service equipment, dishes, and utensils after each use.
- The cook must wash reusable napkins, bibs, and tablecloths after each use.
- Caregivers with open wounds and /or injury that inhibit hand washing such as casts, bandages, or braces are not allowed to prepare food.
- Caregivers must serve children's food on plates, napkins, or other sanitary holders, such as a high chair tray.
- Caregivers must not serve food on a bare table or eating surface, which includes the floor.
- The cook must cover all food stored in the refrigerator and label and date the food as well.
- Caregivers must separate the food from play and bathroom areas.
- The cook must not store poisonous or toxic materials and cleaning supplies with food.

### **Department of Family and Protective Services**

The facility's Director or teacher will notify Child Protective Services (CPS) or the local law enforcement officials by telephone when it appears that a child is being neglected or abused away from the facility. If you would like to review a copy of the minimum Standards or our most recent inspection report, please call to schedule an appointment with the Director or view the licensing inspection posted in our entryway. To contact the local licensing office, call 817-321-8604 or visit [www. Dfps.state.tx.us](http://www.Dfps.state.tx.us).

To report abuse or neglect, call 1-800-252-5400.

### **Policies and Procedures**

Policies or procedures are subject to change at any time. You will receive written notification of any changes or additions to these policies or procedures with a 2 week notice before changes become effective.

If at any time you have questions or concerns about the policies and procedures, please contact the Casi Rains, Owner/Director, at 817-297-2250, 817-487-1166 or by email [KidsClubhouseKC@gmail.com](mailto:KidsClubhouseKC@gmail.com)

**New Requirements Regarding Gang-Free Zones For Child Care Centers** As a result of House Bill 2086 that passed during the 81<sup>st</sup> 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 prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

***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 care center must inform parents or guardians 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 8/31/2009

Please initial each line below, showing that you have read, understand and agree to the policies set forth by Kids' Clubhouse regarding.....

\_\_\_\_\_ Open door and non-discrimination policy, Mission Statement

\_\_\_\_\_ Hours of Operation

\_\_\_\_\_ Required enrollment documents & Re-enrollment Policies

\_\_\_\_\_ Fees, Tuition, Tax statements, Returned checks

\_\_\_\_\_ Arrival, Departure, Late Pick up, Vacation, Inclement Weather closings

- \_\_\_\_\_ Discipline & Guidance policy
- \_\_\_\_\_ Naptime
- \_\_\_\_\_ Outdoor Play
- \_\_\_\_\_ Illness, Health Checks, Injuries & Emergencies
- \_\_\_\_\_ Immunization & Vaccination requirements
- \_\_\_\_\_ Allergies- No latex or peanut products
- \_\_\_\_\_ Fire and emergency drills
- \_\_\_\_\_ Off site locations
- \_\_\_\_\_ Medication
- \_\_\_\_\_ Animals
- \_\_\_\_\_ Clothing & Personal belongings
- \_\_\_\_\_ Communication and parent conferences
- \_\_\_\_\_ Transportation & Field Trips
- \_\_\_\_\_ School Pictures
- \_\_\_\_\_ Meals, Snacks Food Service & Preparation
- \_\_\_\_\_ State department of Welfare & changes in policies and Procedures

I have read, understand and agree to all policies and procedures listed in the Parent Handbook by KC's Childcare & Learning Center, LLC, DBA Kids' Clubhouse.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date