



Parent Handbook

Our Mission Statement

At Kids 'R' Kids Schools of Quality Learning

We believe that children should be

“HUGGED FIRST - THEN TAUGHT”

We strive to provide a nurturing, secure and stimulating environment for young children, in which children can safely explore, learn, play and develop in all areas of growth: physically, emotionally, socially, and intellectually.

We believe in being supportive of our families and welcome their positive involvement and presence at Kids 'R' Kids at all times.

We further believe that in such a caring atmosphere, where families and teachers have open and honest communication, children thrive and have the opportunity to blossom into responsible, considerate and contributing members of our society.

Commitment of Kids 'R' Kids Staff and Faculty

We make a commitment to:

- Appreciate childhood as a unique and valuable stage of the human life cycle
- Base our work on knowledge of how children develop and learn
- Appreciate and support the bond between the child and family
- Recognize that children are best understood and supported in the context of family, culture, community and society
- Respect the dignity, worth and uniqueness of each individual child, family and colleague
- Respect diversity in children, families, and colleagues
- Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect
- Recognize that we have many responsibilities—to children, families, personnel, governing boards, sponsoring agencies, the community and the profession and that the well-being of the children in our care is our primary responsibility, above our obligations to other constituencies.
- Recognize the importance of and maintain a humane and fulfilling work environment for personnel and volunteers.
- Be committed to the professional development of staff.

Reprinted from NAEYC Code of Ethical Conduct

Curriculum

Our curriculum day begins at 9:30 am; please make every effort to bring your child to school by that time.

Our curriculum is a discovery-based learning experience that gives each individual child the opportunity to move through specially designed learning centers at his or her own level of interest and ability. The curriculum focuses on learning basic concepts and skills through hands-on experiences and activities. Some centers are designed to develop large and small motor skills while others are more directed toward math, language, science and social studies. Through our program, each child is given the tools needed to encourage the growth of the whole child.

The **Active Learning Series** for Infants, Ones and Twos help children develop both their minds and bodies in a safe and healthy place. It includes activities for listening and talking, activities for physical development, creative activities and activities for learning from the world around them.

Our **Core Curriculum** for Threes, Fours and Fives provide multiple opportunities to meet the following goals:

- Grow in all areas: socially, emotionally, physically, and cognitively.
- Develop self-awareness and acceptance about their own physical, social and emotional selves.
- Develop creative problem solving skills.

- Grow in self-confidence and willingness to try new things.
- Become inner-directed.
- Become responsible.
- Be creative thinkers, aware of choices.
- Acquire a sense of unity, connectedness and belonging.

Our School Age programs for Kindergarten through Fifth Grade focus on each student's individual talents, gifts, skills, preferences, knowledge and abilities. The students will learn positive decision making through a Curriculum of Choices. They are empowered to improve academically, physically, creatively and intellectually as they move through the Zones: Homework, Character, Drama, Games, Art, Science and Technology.

Family Information and Communication

Through out the school year, we will assist you by providing continuing information regarding our programs and how they fit the developmental stages that your child experiences. We will keep you informed of field trips, holidays, curriculum and other important information through our website, newsletters and your child's classroom bulletin board. Families of infants and toddlers will receive a daily report of their child's experiences. All families are encouraged to exchange information daily with their child's teacher, with the understanding that drop-off and pick-up times are difficult times for in depth conversations. If you have concerns outside of brief day to day conversation, please request a conference. When families and teachers have open communication, children benefit with increased security in the school environment, increased feelings of self-worth and increased number of appropriate learning experiences.

Family members are welcome to review and discuss with the director any questions or concerns about the policies and procedures of KKK. Please call in advance to ensure proper time commitment to your concerns.

Family members will be notified in writing of any changes to this handbook.

Family Involvement

We want to offer families a variety of creative ways to participate in our school. Here are some opportunities you may choose from:

- Parenting seminars and family events are held throughout the year.
- Committees made up of families meet during the year.
- We encourage you to share your ideas and concerns with our staff any time.
- You are invited to come into your child's classroom and may choose to share a special activity or project.
- We have family resources to help you find books, articles, videotapes and other helpful materials on parenting, child development, health and nutrition and other family topics.

- Families are welcome to observe the classrooms at anytime. Consideration must be maintained for all children during naptime.
- Family-teacher conferences will be held to discuss your child's progress.
- Families or teachers may request additional conferences at any time that is mutually convenient.

Responsibilities of Families

Families can assist and help ensure a smooth transition by doing the following:

- Sign children in and out at the front desk and then escort them to their designated class. Please do not enter playground from parking lot ~ enter through the school.
- Have all forms completed promptly.
- Update forms as needed when changes occur (i.e. new phone number address, family status, emergency contacts, etc.).
- Keep staff informed of special needs or changes that might affect your child's behavior.
- Notify KRK if your child is ill.
- Keep child at home if child is ill.
- Notify KRK if your child will be absent.
- Notify the KRK if you will be later than usual picking up your child.
- Children should be dressed properly for the weather and play.
- Keep children's personal toys at home.
- Participate in KRK's special activities when able.
- Attend scheduled parent meetings and conferences.
- Ask questions and address concerns as they arise.
- Pay promptly according to fee schedule.
- Pick up children before 6:30 p.m. daily.

Children must have a daily supply of the following:

- **Infant List- 6 weeks to 12 months**
Diapers
Wipes
Changes of Clothes (shirt, pants, socks)
Prepared Formula or Breast Milk in bottles
Baby Foods
- **Toddler List-12 months to 35 months**
Diapers or Disposable Training Pants
Wipes
Changes of Clothes (shirt, pants, socks)
Blanket and Pillow
- **Preschool List-3 to 5 years**
Changes of Clothes (shirt, pants, socks)
Blanket and Pillow

Pre-Registration/Waiting List

Pre-registration is available any time during the year at www.ltkidsrkids.com. Children can be placed on a waiting list at anytime due to space limitations. In order to be placed on the waiting list, a non-refundable registration fee and an enrollment application must be submitted. The waiting list will be managed according to the following factors: (1) space available (2) siblings enrolled at KRK (3) date placed on list. Families shall be placed on a waiting list that is maintained in the KRK office. Information on the waiting list shall include: date placed on waiting list, parent's name, child's date of birth, phone number, and address. Families are responsible for notifying KRK of any changes in address or telephone number.

Enrollment

We shall consider the following criteria when enrolling and assigning a child to a classroom either for first-time enrollment or re-enrollment:

- Family's assessment of the development level of the child;
- Staff's assessment of the development level of the child;
- Age of the child; and
- Availability of space.

All forms provided by KRK must be completed prior to attendance. All deposits, tuition payments and fees must be paid in full prior to attendance.

Anti-bias and Inclusion Policies

KRK does not discriminate in its acceptance of students on the basis of race, color, national origin, creed, disability, religion or gender. Furthermore, the school is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, creed, disability, religion, gender or age in its hiring practices.

Fees and Payment Schedules

Tuition is due and payable on the first business day of each month. A late charge of \$25 is due if payment is received after the fifth of the month. Enrollment terminates if payment is not received by the tenth.

A registration fee of \$100 is due at enrollment and on the first business day of September there after.

A deposit of two weeks tuition is due at enrollment. This deposit will be credited towards any past due amounts in the event enrollment is canceled.

Tuition rates may be adjusted with thirty days written notice or if the child is placed in a different classroom. If a thirty day written notice is not given, the deposit of two weeks is non-refundable. Tuition and registration fees are non-refundable and no credits are allowed for absences, holidays or bad weather days.

A late fee of \$1.00 per minute will begin at 6:30 p.m.

Enrichment programs may require an additional fee due with tuition each month.

Dismissal Policy

In certain circumstances, it may be necessary for KRK to decide to ask parents to make alternative arrangements for care. Such a decision would be based on the best interest of the child, the other children in the program and fulfillment of parental responsibilities. Every effort will be made to correct a problematic situation before a final decision is made.

Hours and Days of Operation

Lake Travis Kids 'R' Kids (KRK) is open year-round 6:30 a.m. to 6:30 p.m., Monday through Friday. KRK will be closed for the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas (2 days).

Additional days may occur due to bad weather. KRK will close whenever the Travis County offices close. Please contact us in the event of bad weather and pick up children immediately as required.

Parent Parking

We you know your time is precious and getting "in and out" is important. If you know you will be quickly "in and out", please feel free to park in the Kiss & Go Lane. If you have business to attend to or need to visit with someone, please park in any of the parking spaces; however, please do not park in or between the handicapped parking spaces without a permit. The fire lane is just outside the Kiss & Go Lane ~ please do not

park in this lane at anytime. Parking in the fire lane puts us at risk of being closed by the Fire Marshall.

Drop Off and Pick Up

Children must be accompanied by an adult when entering and leaving KRK. Please sign your child in and out each day. Children will only be released to persons with appropriate identification on the Authorized Persons List or on an Alternate Release Form completed in advance. In the event that the authorized person fails to pick up the child or appears to be physically and/or emotionally impaired to the extent that, in the judgment of the Director and/or staff member, the child would be placed at risk of harm released to such an individual, the following procedures will be followed:

- The child will be supervised at all times by staff members.
- The staff will make every effort to contact the family member and/or authorized person.
- One hour after the school closing and providing the staff member was unable to make other arrangements or contact the family member or authorized person, the staff member is required by law to call the Texas Department of Family and Protective Services 24-hour hotline 1-800-252-5400 to seek assistance in caring for the child.

In order to participate in our breakfast program, children should be at KRK before 8:00 a.m..

Guidance and Discipline

Per the Minimum Standards for Licensed Child-Care Centers:

Discipline must be:

- Individualized 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 include 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;
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

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

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed;
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Separation

It is important to point out that sooner or later after the initial successful adjustment to school is made all children want to explore the limits of not going to school. This period may occur anytime but usually lasts only a short time. Here are some suggestions that may help family members handle the situation:

- Place an emphasis on what the child is doing at school rather than what your activities are while the child is in school.
- Respond calmly to their feelings and reassure them you will be back after a certain scheduled school activity and keep your word.
- See that the child is involved in a specific activity or is in the hands of a teacher before you leave them.
- Tell the child good-bye and leave immediately. Avoid prolonged good-byes. Avoid sneaking out.
- Separation Anxiety is a function of a child's dependence on the family and the close relationship they have with family members and is a normal part of a child's development.

Toilet Training

Toilet training will begin when appropriate for each child's age and stage of development. Parents will be asked to share with us the methods used at home. Feedback will be provided on each child's progress by the teacher.

Children will be offered frequent opportunities for toileting, particularly after meals and before sleep periods.

Objectives of Successful Toilet Training:

- Keep the child comfortable.

- Give the child a sense of pride and accomplishment.

Procedures for Toilet Training:

- When parents and staff agree to begin toilet training, the child will be taken to the toilet at frequent intervals.
- The child is allowed to sit as long as he/she is willing. At any sign of distress the process will be stopped.
- The child is never punished or embarrassed for accidents.
- If the child has soiled or wet clothing, normal diapering procedures are used.
- Toilets are disinfected after each use with a water and bleach solution.
- Children's hands are washed with soap and running water.
- Caregiver will wash hands thoroughly.
- Bathroom floor and sinks are cleaned and sanitized daily.

Biting

Biting is a natural behavior for very young children. They often do not yet have the social awareness to control this behavior when it is directed against others. A young child is still limited in their ability to express themselves through language. They are socially unsophisticated and not well attuned to the feelings of peers and the finer points of social interaction. Furthermore, in the very young child, teething may be occurring and like the baby who gums objects, the child may be trying to relieve the discomfort in one way or another. We strive to set up a classroom environment that will serve to decrease incidents of biting, (small group sizes, excellent adult/child ratios, etc.). However, despite these best efforts, whenever young children are grouped together it is inevitable that biting will occasionally occur. When a child has bitten several times in a short period of time, an intervention plan will be developed by the teacher(s), the director, and the child's parents.

To prevent bites KRK will:

- Set up a challenging yet safe environment that is age-appropriate.
- Set clear rules that are consistently enforced.
- If an individual child is biting, a staff person will be assigned to shadow that child. Staff will try to stay with-in an arms reach of the child.
- Give the biter something more appropriate to do. Offer an appropriate alternative such as an individual teether.

If a bite occurs the staff will:

- Attend immediately to the injured child. Have the child who did the biting sit to the side where they can be closely supervised.
- Wash the area gently with soap and water and apply first aid cream.
- Fill out an accident report to notify the parents of the bite and the first aid procedures completed.

Another staff member will:

- Tell the child "No biting, Biting hurts, Teeth are for eating food, not hurting our friends."

- If possible, staff will try to encourage the child who was bitten to express their feelings. “It hurts” or “Don’t bite me” are sentences teachers will model for the child to repeat.
- If possible, staff will try to encourage the child who did the biting to apologize.
- Fill out an incident report to let the parents of the biter know about the bite, and how the situation was handled.

Health

It is one of KRK's highest priorities to have a happy, safe and healthy environment for your child; because of this, we must be strict with our rules about health and illness. Please work with us to keep all of our children in the best of health.

An annual physician's report documenting the dates of required immunizations and ability to participate in a child care program must be current and on file at KRK during the child's enrollment. Children four years old and older must also have documentation of vision and hearing screening on file.

Children are visually checked for obvious health concerns each day. A child will not be admitted to school if:

- The child is under the care of a licensed physician who advises against the child attending school.
- The child is in pain or discomfort.
- The child has had diarrhea or has vomited within the past 24 hours.
- The child has had a fever of 100.0 degrees or higher within the past 24 hours.
- The child has a severe cold with fever, sneezing, coughing and nose discharge.
- The child has conjunctivitis (commonly known as pink eye).
- The child has a severe cough or bronchitis.
- The child has skin infections or rashes that are contagious such as impetigo.
- The child has any type of contagious disease.
- The child has been to a doctor and the doctor diagnosed some type of illness which requires your child to be placed on antibiotics and has not authorized the child to return to child care.
- The child seems ill without obvious symptoms. In this case, a child may look and act different than usual. There may be unusual paleness, irritability, unusual tiredness, or lack of interest.

These exclusions are established by The State of Texas and must be followed without exception for the protection of all the children and staff of KRK. In the event of an occurrence of a communicable disease, written notification will be posted in the classroom to include type of exposure, prevention methods, signs and symptoms of the disease.

Please be considerate of your child. If they are not feeling well enough to be actively involved in the events of the day, please keep him or her home.

If your child develops any of these symptoms while in attendance at KRK, he or she will be removed from the group and you will be notified and asked to pick up your child immediately. For this reason, it is critical that emergency numbers always be updated. Please help staff by letting us know if your child was sick or injured since they were at school last. It will help us deal with any problems that may arise.

If a child becomes ill, injured, or has an allergic reaction while at KRK, trained staff will provide first aid and family members or emergency contact person will be notified

immediately. If it is necessary to seek immediate medical attention, staff will call 911 for EMT response or will transport the child to the designated medical facility.

Minor accidents which occur at school will be treated by staff member with soap, water, ice and bandage, as needed. It will be recorded and the teacher will let the parent know what happened.

When in the sun, protective clothing and/or sunscreen will be applied with written parental permission. If recommended by health authorities, insect repellents will be applied with written parental permission.

All prescribed medication must be in the original container with directions for use and appropriate dispenser and left at the front desk with the person in charge in a plastic bag marked with child's name and date. A medication form must be completed before any medication can be administered.

Over-the-counter medications will only be administered with a signed, dated note from the child's doctor stating the name of the child to receive the medication, name of medication, amount to be given, times to be given, length of time to be administered and other special instructions.

Since we do not have trained medical personnel on staff, there may be situations where we do not feel comfortable administering certain drugs (for example, anything invasive or requiring penetration of the skin). We always reserve the right to decline administration of medicine for any child at any time. Parents may be requested to return to KRK to administer medications directly to their child.

Nutrition

Meals are prepared onsite and menus are posted in each classroom and on the KRK website. Breakfast, snacks, and lunch are served daily and included in the tuition. A mid-morning snack is served around ten o'clock and an afternoon snack is served after nap time for our younger children. School age children are served a snack soon after their arrival at KRK. A high nutritional standard is used for all the food prepared by the school. Milk, fruits, sources of protein (meat, fish or cheese) and vegetables are components of each daily menu. Our meals and snacks meet the nutritional standards of the USDA Child Care Food Program.

KRK is a peanut-free school. Peanut allergies are among the most serious forms of food intolerance because death can occur within minutes and the prevalence of such allergies has increased considerably in recent years. In deference to the safety of our children with peanut allergies or unknown allergies, we request that no children bring peanuts or peanut butter in any form to school. Soy nut butter is a suggested alternative which will be substituted for peanut butter at KRK. It should be recognized that this will reduce but not eliminate the risk of accidental exposure.

Children will be provided with meals and snacks in a family-style environment for a relaxed social experience. The staff will encourage children to utilize self-help skills to gain independence. The staff will model correct mealtime manners and habits for the children. The children will be served a portion of all the foods being offered and encouraged to try a “no thank you bite” of all foods. Children will never be required to eat foods that they are not comfortable eating. Food is never used as a reward or punishment.

Infants must be provided with formula and/or breast milk in bottles as well as any baby foods. All items must be labeled with child’s name and date. Fresh supplies are to be provided daily. Unused portions will be returned to family members daily.

Special dietary restrictions must be authorized in writing by a physician. Alternative foods must be provided by parents. Candy, gum, fast food and sodas should not be included in children’s lunches brought into KRK.

Nutrition education is integrated into the curriculum. Children have many opportunities to participate in food preparation throughout the year.

Safety

To ensure the safety of all children and staff, the following safety policies and procedures have been established.

Fire Safety practices include monthly fire drills, fire extinguisher checks, smoke detector tests and CO detector tests. Severe weather drills are also conducted bi-annually. Family and visitors present should participate in the drill in a calm manner.

If an emergency situation develops and it is determined that the building or premises is unsafe, the children will be taken to: McCardle Office Park

KRK has an emergency disaster plan in place. Emergency exit plans are posted in every classroom.

All staff members are First Aid and CPR certified and prepared to handle an emergency. Background checks are required of all KRK personnel including but not limited to Teachers, Assistants, Food Service Staff, KRK Support Staff, Volunteers and Administrators.

Please use caution when driving through our parking lot. We have parking spaces for your convenience and ask that you drive slowly. Please do not leave children unattended in your car.

Internet and Network Access

Children will have access to the Internet and the World Wide Web information resources through the school computer lab. Access to the internet is intended for educational purposes as instructed by KRK staff. KRK employs an Internet content filter to safeguard its students from inappropriate or dangerous content while they are utilizing online resources. KRK takes all reasonable steps through current technology to prohibit access to objectionable material, but it is not possible to absolutely prevent such access.

Children are prohibited from using instant messaging software, participating in chat rooms or newsgroups and from using social networking sites.

Web Cam ~ Watch Me Grow

This secured viewing environment gives family members a way to look into a child's classroom via the Internet throughout the day.

There are two parts to Watch Me Grow: On-site and Internet Viewing.

- **On-site:** This internal viewing tool allows family members and staff to see children settle in each morning and their involvement in the classroom without interruption.
- **Internet Viewing:** Offers family members a streaming image that automatically refreshes every few seconds. Each family is provided a secure log in which they can share with other family members at their discretion.

Field Trips and Transportation

Children are transported to field trips and to and from the public schools serviced by our School Age Program. Children are supervised at all times while being transported and safety rules are enforced. Children are strictly monitored around traffic. Staff will ensure that streets are safe to cross for the children and, if necessary, stop traffic before leading the children across a street. All children must be secured with an individual seat belt. Our buses are driven by licensed and trained drivers. Our buses are regularly inspected and maintained for safety. The bus drivers have cell phones and can obtain assistance from KRK, if needed, at any time.

Field trips provide a broad range of experiences to children. For children four and older, it is a part of our program to go on excursions away from KRK by riding a bus. These trips are carefully planned and appropriately supervised. We will inform you prior to the event. Prior to a field trip, an authorized person will be asked to complete and sign permission form. If you do not wish for your child to take part in these trips for

any reason, please inform the staff and make alternate arrangements for childcare during that time. Children on field trips will wear a KRK t-shirt.

Splash Pad Days and Water Play

During the summer months the children participate in water play on the Splash Pad. We ask that you please send bathing suits, water shoes and towels. If for some reason your child does not wish to participate, please inform us.

Daily schedules may also include water table activities.

Please tell staff if your child has ear tubes or needs ear protection. Families will be asked to provide appropriate protection if necessary.

Animals

Some classrooms have an adopted pet, provided by the staff. The care of pets is a valuable experience for children. Children may help with the feeding of pets with staff supervision. Staff is responsible for keeping our pet's cages, aquariums, etc. clean. No reptiles are allowed at KRK as pets. Please notify the administrative staff and your child's teacher if your child has any known pet allergies. You should also document any known allergies in your child's chart. When bringing a pet from home to visit the school, documentation of up-to-date immunizations must be provided as well as approval from the director must be arranged prior to the visit.

Birthdays

We will be happy to celebrate your child's birthday at school. In order to adhere to the nut free environment, KRK will provide fun birthday snacks to celebrate your child's special day. Other arrangements must be approved by the Director.

Clothing and Bedding

Children should be dressed in clothes appropriate for their self-help skills, weather and daily indoor and outdoor activities. Please consider your child's capabilities in regards to toileting when dressing your child. (elastic waistbands versus buttons, buckles and zippers.) All families are required to make available enough extra clothing to allow for emergencies during the day. This clothing should include a complete change of clothes including underwear and socks inside a labeled Ziploc bag. Toileting training may require multiple sets of extra clothes. Family members are required to send jackets and hats in accordance with the weather because daily outdoor periods are scheduled year round. During the day, children will often be involved in messy activities. Although smocks are provided for the children, their clothing may become soiled, stained or wet.

Please dress your child accordingly, so they may participate in all the fun and educational activities. Safe shoes necessary for outdoor play and physical activity should be worn daily. If your child chooses inappropriate footwear, please send appropriate shoes for better choices later in the day. Inappropriate footwear may include dress-up shoes, flip flops, boots and slip-ons.

Family members of Infants and Toddlers will provide diapers and wipes for daily use. Children who are toilet training will require training pants to be provided by family members. Only commercially available disposable diapers or training pants are allowed unless the child has a physician's note which does not permit their use.

Toddlers and preschool children may bring pillows and blankets for naptimes. These will need to be taken home weekly for cleaning. KRK provides assigned mats for all napping toddlers and preschoolers. KRK provides clean crib sheets for all infants.

In the summer each child will need to bring a swim suit, water shoes and towel (each must be labeled). These items will be held in the classroom throughout the summer.

Confidentiality

Records and information on families and children that are obtained by KRK staff are confidential and will not be released to unauthorized persons without consent. This includes, but is not limited to, last names, parent/child addresses, phone numbers, and correspondence not approved by the Director. Authorized persons may include KRK staff, family, authorized health professionals and authorities of the Texas Department of Family and Protective Services.

Custody/Court Records or Orders

In the event of any legal matters regarding the custody of your child, we must have copies of the court documents for custodial arrangements such as billing and visitations. In addition, any orders that state that your child cannot visit with certain people must be supported with documentation from the court. Finally, if the parents are in a custody dispute over their child, we must have all requests and directives for records or information about the child, from parents and attorneys in writing. Furthermore, those requests and directives must be within the guidelines of the court documentation. Childcare information will be released to both parents unless prohibited by court order.

Child Abuse/Neglect Reporting

Child abuse and neglect are against the law in Texas, and so is failure to report it. "Any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report to any local or state law enforcement agency, and in addition, reports shall be made to (1) the Texas

Department of Family & Protective Services; or (2) the agency designated by the court to be responsible for the protection of children.”

Child Care Regulations

Every licensed child care center is required to follow detailed standards regarding the care of your child. These standards are available for parents to read at their request. Additionally, the most recent licensing report on KRK is available for all to read. For parents information the following numbers are listed to report concerns or to answer questions:

- Texas Department of Protective and Regulatory Services: 1-800-862-5252
- www.tdprs.state.tx.us
- Child Abuse Hotline: 1-800-252-5400

Please initial the following statements to indicate that you have read and understand the information.

_____ I have completed the enrollment package prior to the first day of attendance.

_____ I have read and accept the Drop Off and Pick Up Policy.

_____ I have read and accept the Guidance and Discipline Policy.

_____ I have read and accept the Dismissal Policy.

_____ I have read and accept the Fees and Payment Schedules.

_____ I have read and accept the Health Policy.

_____ I have read and accept policies on administering medication to children.

_____ I have read and accept the policies on updating children's records.

_____ I have read and accept the rules and regulations in the Parent Handbook.

My signature certifies that the information contained in this form is correct.

Parent Name

Signature

Date