

The Kid's Konnection

@ AFC

A ministry of Arlington First Church of the Nazarene

Parent Handbook

Printed March 9, 2012

Revised March 1, 2012

**Kid's Konnection @ AFC
1301 W. Green Oaks Blvd.
Arlington, Texas 76013
817-446-6747**

Martha Tarrant, Director

Purpose:

The Kid's Konnection @ AFC provides a loving, nurturing and Christian atmosphere for children 6 weeks thru four years old (PreKindergarten). Our full time Preschool is licensed by the Texas Department of Family and Regulatory Services. Kid's Konnection welcomes families of all racial, ethnic and religious backgrounds.

Philosophy:

The educational program is based on sound principles of child development. Our goals are to give children a sense of self worth by helping them develop at their own individual pace while learning basic skills. We want the children to feel confident and secure enough to explore and grow in a stimulating educational, spiritual and social environment.

We are committed to promoting and supporting all aspects of a child's growth in an atmosphere of respect. Your child is an individual who is an integral member of a group, and whose uniqueness is acknowledged and appreciated by that group. Because of our Christian predominance, we feel that part of their growth would include their spiritual development. This will be accomplished through teaching them to pray. Children participate in a variety of individual and group activities designed to develop language and reading readiness skills enhancing physical, social, emotional and intellectual growth, skills and attitudes which will increase their ability to succeed in school.

The development and training of staff is a continuous process, which includes attending workshops, listening to guest speakers and frequent discussion. The staff is encouraged to visit other programs and to take classes related to child development.

Mission Statement:

Kid's Konnection mission is to provide a healthy, safe environment in a traditional Christian setting. As an extension of the child's family we will create an environment where the child will develop mentally, emotionally, physically and spiritually. We realize that each child is special and will receive love molded in a warm nurturing atmosphere.

Enrollment:

*Preference will be given to children needing Full-time child care. This is to ensure that we have the proper number of staff to adequately care for the children. There will be limited availability for children wishing to attend our Mother's Day Out program. Part – time children will be offered a full time slot or may be bumped if a potential full-time customer desires a spot. This would happen only if the class is full.

*Enrollment forms may be picked up in the facility's office from the Director or Assistant.

*Upon completion and return of the forms with the child's updated shot record, a Dr's release, a \$50.00 enrollment fee and the appropriate supply fee the child will be enrolled.

*Kid's Konnection welcomes ALL children. We do not discriminate due to race, color, sex, religion, or national origin.

*Parents need to provide the Director and Teacher with valuable information concerning their child to provide the best care possible.

*We require all parents to provide a current shot record and a Healthy statement for children that are enrolling.

***Kid's Konnection will notify parents immediately after a child:**

1. Is injured and the injury requires medical attention by a health care professional.
2. Has a sign or symptom requiring exclusion from Center.
3. Has been involved in a situation that places a child at risk.
4. Has been involved in any situation that renders the Center unsafe, such as a fire, flood or damage from severe weather.

*Kid's Konnection staff will notify parents of less serious injuries when the parent picks up the child. Less serious injuries include but are not limited to minor cuts, scratches, bumps or bruises that require First Aid treatment.

Hours of Operation:

Kid's Konnection will be opened from 6:30 a.m. until 6:00 p.m. with the exception of designated holidays. **Parents of children remaining at the facility past the closing time are required to pay a late fee at a rate of \$2.50 for 6:01 – 6:05 and \$1.00 per minute thereafter per child.** These fees are payable to the Child Care.

Holidays:

Kid's Konnection closes on 8 holidays a year. Weekly fees are not pro-rated during holiday weeks. **These days are subject to change yearly due to holidays falling on weekends.** We are normally closed on the following holidays.

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day & the day after (Thursday and Friday)

Christmas Day & the day before (Christmas Eve and Christmas Day)

Payments:

*Each parent is responsible for paying weekly for your child's enrollment. **Payment is due by 9:00 a.m. on Wednesday morning. Any payment received after 9:00 a.m. on Wednesday morning will result in a \$25.00 late charge.**

***No accounts may become more than two weeks past due.** Children whose fees have become delinquent two weeks will not be allowed to attend the facility until the account is paid in full.

*Payments will be rendered whether your child is here or not due to illness or holidays.

*A fee of \$30 will be added to all returned checks. On a second returned check, we will charge \$30 and take only a cash payment.

Discharge Policy:

Center Termination:

Our policy is to provide a loving, Christian, home-like atmosphere for all children enrolled at the facility. To do this, it may become necessary for the facility to discharge a child for any of the following reasons:

The needs of the child cannot be met by the Center.

Parents are uncooperative such as, but not limited to:

Failure to pay fees

Failure to submit required health forms

Failure to observe rules of the facility relating to arrival and departure
Of children and payment schedules

**Failure to give full disclosure, prior to enrollment, of any special
Condition regarding the child**

Behavior of child is detrimental to the other children or staff of the Center

Parent Termination

A two week written notice is required prior to withdrawing your child from the Center.

If a two week notice is not given, the account will be charged for two weeks.

Mutual Decision:

If both the Director and the parents agree that the facility is inappropriate for the child, any credit balance will be refunded to the parent.

Health Policies:

*A child will be sent home if his/her temperature is 100 or higher, if the child has excessive diarrhea, is vomiting, or if we feel that the child has something that is contagious. The child will not be allowed back in care until free from fever or symptoms for 24 hours (without medication) or with a Doctor's note stating that they are free of communicable disease.

*The illness prevents the child from participating comfortably in the program activities including outside play.

*Illness results in greater need for care than the caregivers can provide without compromising the health, safety and supervision of the other children in care.

*Kid's Konnection provides a hearing and vision screening for four and five year olds at no cost to the parent.

*At this time the State does not require Preschools to require a TB test. In the event of this changing, we will notify the parents in writing.

Medication:

Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to child care, again when returning home and then at bedtime. Parents are encouraged to discuss the possibility with the child's health care provider.

Medications will be stored in a locked box in the director's office or in locked box in refrigerator.

Medication will only be given at 10:00 am and 2:00 pm.

*Any medications brought by parents for their children must:

be in the original container

be labeled with the child's name

be labeled with the date they were brought to the center

include directions to administer the medication that is prescribed and

includes the name of the Physician prescribing the medication

no premixed drinks with medicine from home are allowed

only be given to child it is prescribed for. Siblings can not share medication.

***Parents must fill out a medication form and give it along with the medicine to the Preschool office or the medication will not be given.**

Snacks and Nutrition:

The Kid's Konnection does not provide a noon meal for the children. It is the parent's responsibility to bring a lunch with the drink for their child. Please make sure to send a cold pack in your child's lunch to keep it fresh and cold until lunchtime. Foods that need to be eaten warm must be preheated at home and placed in a thermos. Please be sure your child's name is on their box or bag. Parents must understand that the Kid's Konnection is not responsible for their child's nutritional value or daily food needs during the noon meal. Kid's Konnection does however provide a morning and afternoon snack for all children. All snacks are served in adequate varieties and amounts to ensure the proper nutritional guidelines. A copy of the snack menu is posted on the parent bulletin board located in the hall near the Preschool office. *If your child needs a special diet, there must be written approval from a physician. Anything that the childcare can not provide will need to be provided by the parent.

*If a child has any food allergies, the facility must be notified in writing by the child's physician, including the symptoms resulting from the allergy as well as remedies and precautions to be taken.

*Any recurring eating problems will be discussed with the child's parents.

Discipline:

*We provide an environment where discipline occurs naturally through a combination of support, encouragement and limit setting.

*Kid's Konnection uses 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.
- 5.) Kid's Konnection does not tolerate a child hitting a teacher or other students. In this situation, a parent (or emergency contact person if the parents cannot be reached) will be notified to pick up the child for the remainder of the day. If the behavior continues, it is the Director's decision to dismiss the child from attendance permanently.

General Information:

Release Statement:

*We will not release any child to anyone other than the child's parent unless they are on the authorized pick up list on the enrollment form.

*Either parent may pick up a child. If there is a non-custodial parent/guardian who should not be allowed to pick up a child, a copy of the court documents must be in the child's file. Without such documents, the facility cannot prevent the non-custodial parent/guardian from taking the child from the center.

*Please notify the Director if someone other than the parent will be picking up your child (ren). **That person must bring a picture ID to the child care office before they may pick up your child.**

*A child cannot be released to anyone who appears to be under the influence of drugs or alcohol.

*A child may not be released to a sibling. An adult must pick up and sign them out.

*The Kid's Konnection may offer field trips for children 4 and up. When a field trip is planned, we will send out notes in the children's cubbies and post a note on the front door with the following information 48 hours in advance;

- 1.) Age group going on the trip
- 2.) Where they are going
- 3.) Time of departure and arrival

*Transportation is provided for before and after school care for the following schools: Dunn, Ditto, Key, Bill J Elliot and Little.

*The Kid's Konnection may provide the following water activities during the summer:
Trips to public pool, sprinkler and water slides.

We will give adequate notice of any water play and require all children to bring sunscreen.

*We do not allow any animals (including pets) on the premises unless we notify the parents in advance. There may be an instance in a class adopting a "class pet" or a special day when the "Pets" are blessed. In that case we will send a note to all parents well in advance. Please do not bring your family pet into the building.

*Birthdays for the children will be celebrated midmonth for all. We will provide special birthday snacks. Please save the cake and cookies for home.

*Parents will be notified in writing if any Kid's Konnection policies should change.

*Potty Training- We would like to support parents as much as possible during this time. We ask that parents start this process at home before attempting it at school. Once a child has been successful at home for a week straight, your child can begin to wear Pull-Ups

here at the center. We will continue to use Pull-Ups till child is able to stay dry for a week with little or no prompting from teacher. Under no circumstance will a child be allowed to potty train in underwear only. This is a sanitation issue. Kids Konnection director reserves the right to ask for a child to go back to Pull-Ups if no progress is being made. We know that every child is different so there is not an exact age but skill level required to be successful. This normally happens at 18- 24 months. So we will not consider this until child has shown most of these signs.

Signs that your child is ready:

1. Showing interest in going to the potty and can sit on the potty unassisted.
2. Understands what the potty is for.
3. Knows words for going potty and can communicate them to teacher.
4. Ability to stay dry for two hours.
5. Have regular bowel movements that are firm and formed.
6. Can follow simple instructions as needed for washing hands.
7. Can help teacher with pulling up and down pants.
8. Can recognized when need to potty is there and can tell you before it happens.
9. Is willing and in good mood.
10. Shows a desire to be independent.

Car Seats:

*Infants and Toddlers must travel in appropriate car seats that are belted in. If we see a problem with this policy, the authorities will be notified.

***When arriving at the facility, all children must be taken into the building and left with a teacher.** When a child is picked up, the parent or authorized person must come into the building, sign the child out and be sure that the teacher knows the child is leaving.

*No child or infant should be left in the car for any reason.

Daily Sign In and Out:

*A daily sign “in” and “out” sheet for each class is located at the reception desk by the Center’s door. Parents must sign their children in and out daily. The state requires full names. This helps us keep accurate attendance and is required by the Texas Dept. of Family and Protective Services. Also, in an emergency, we will have the children’s names and a telephone number where someone can be reached each day.

Pick Up Time:

*Please be sure to check your child's cubbies each day for messages and your child's class work.

*Children that are left in the facility past 6:00 p.m. will be charged extra at a rate of \$2.50 per child for 6:01 – 6:05 and \$1.00 per minute per child thereafter. These fees will be payable to the Kid's Konnection.

Personal Belongings:

*Please be sure to mark **EVERYTHING** your child brings to child care with his/her name on it. Each child needs to bring an extra pair of clothes (underwear, shirt, shorts/pants, and socks) in a large zip lock bag.

*No candy, gum or other food is to be brought into the center except party refreshments and your child's lunch.

*No toys, books, videos, or other personal belongings are to be brought to the center except on special occasions.

*The center will not be responsible for lost, stolen, or damaged possessions.

Parent Responsibilities:

*Each parent is responsible for bringing diapers or pull-ups if your child still wears them. We may ask that you bring wipes or tissue for your child's room on occasion.

*Each parent is responsible for bringing their child(ren)'s lunch with a cool pack inside to keep it fresh.

*All parents are responsible for taking your child's blanket, sheet and pillow home each Friday evening to be washed. You can find these items in your child's cubby.

*If a child is going to be absent, **please notify the center by 9:00 a.m.**

***Please bring your child to child care by 9:00 a.m.** If you intend to bring your child later than usual, please notify the Director or Assistant and let her know when your child will arrive. This is to insure we have the proper amount of staff present at the center at all times. Children that are brought late miss out on daily activities and tend to disrupt other children during nap.

Weather Policy:

*In case of severe winter storms, watch your local TV station. Decisions will be based on the safety of the children, parents, and staff. Generally, if AISD closes due to weather, so will we. In the event that we do not agree with AISD on their decision, watch the local TV station for closure information.

*Due to snow or ice, we may also find that we may need to make the decision of closing the center early due to bad weather. In this case, each child's parent or emergency contact will be called to pick up their child.

*If a severe storm does occur and warnings are posted, we would appreciate you picking up your child as soon as possible. We also ask you to remain calm to prevent alarming any of the children. For tornado warnings, our children and staff will go to our "Safe Room" in the church and that would be Room 23. That is all the way down the hall on the left.

* **Heat and Cold Advisory Guidelines**

*Outside play time is an important part of the school day. Children should be exposed to fresh air daily. This gives kids the opportunity to relax from a more structure classroom environment. However, at times the weather does not permit outside time.

* When the temperatures are above 92 or below 48, the director will decide if children if children should play outdoors. The Director then will consider the temperature, heat index and wind chill. Also, the age of the children and the length of time outdoors will also be considered.

* This will be evaluated in the am and pm play times.

* Indoor playroom will be used when conditions are not safe for children to play outside.

Evacuation Plan:

*For fire evacuation we would evacuate to the South east corner of our parking area.

*We practice fire drills monthly and tornado drills every six months. During tornado season we practice tornado drills quarterly.

*In case of a hazardous waste or chemical spill, we would notify AISD and they would evacuate us to a safe place. First Christian Church located at 910 S Collins would be our safe place.

*Detailed Emergency Preparedness Plan is located in the Directors office for parents who would like to request a copy.

Parent Involvement:

*Kid's Konnection welcomes your ideas, concerns, comments, suggestions and participation. Your participation is important to the facility because it makes us partners in the education of your child. We want to work with you to provide learning opportunities which match your child's won pace and personality.

*The Director and Assistant are here to discuss any problems or suggestions with all parents.

*Kid's Konnection is required by the State to provide a copy of the Minimum Standards. It is located in the Director's office. We are also required to present their "Discipline and Guidance Policy" and it must be signed by employees and parents. It is attached to this Parent Handbook.

*If for any reason you need to call Childcare Licensing you can reach them at 817-321-8604 or www.tdfps.state.tx/child_care.

*The Child Abuse hotline is 1-800-252-5400, if you need the PRS website it is www.dfps.state.tx.us.

*A copy of our current licensing report is posted in the Director's office.

*Product Safety Commission ReCall list is located @ www.cpsc.gov.

*Kid's Konnection is a "Gang Free Zone".

We have received and read the Kid's Konnection Parent handbook. We agree to comply with all policies set forth by the Kid's Konnection.

Mother's Signature

Date

Father's Signature

Date

Director's Signature

Date

