



**PARENT HANDBOOK AND
OPERATIONAL POLICIES
2025-2026**

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OUR PROGRAM

WELCOME

We are so glad you chose our program for your child's early education needs. It is an honor and privilege to care for and help educate your child! We do not take this privilege lightly so we want you to know we strive to provide a loving and safe place where your child can experience the joy of learning. We look forward to partnering with you to help give your child the best early learning experience possible!

OUR MISSION

Our mission is to provide developmentally appropriate learning in a safe and loving environment where every child feels empowered to grow, learn, and become the person God created them to be.

INCLUSIVENESS

We believe God has created every person in his own image, and therefore, has infinite value and worth. We strive to provide a safe environment free of prejudice. If a child needs accommodation, parents must inform the staff of any special needs and/or disabilities so we may work together to help provide the best care for your child.

Kinder Kids EEC requires documentation of special needs or disabilities to allow for reasonable accommodations. A child who receives early intervention services or special education services can receive those services from a qualified service provider at your operation, with parental request and approval. Parents may need to sign release forms to allow sharing of information between staff and other professionals. Parents are expected to cooperate with the staff to follow recommendations and action plans submitted by Kinder Kids EEC. Conferences can be scheduled to discuss the child's special needs, referrals, and evaluations. Regular monitoring, collaborating, and conferences will continue as needed to evaluate the plans of action to best provide for the needs of the child. Kinder Kids will provide a child with special care needs with the accommodations recommended by a health-care professional, a qualified professional affiliated with the local school district or an early childhood intervention program. Kinder Kids will utilize any adaptive equipment that has been provided to the center for a child's use. School activities will integrate children with and without special care needs. Equipment, procedures, and methods will be adapted as necessary to ensure the child with special needs can operate in a natural environment.

CODE OF ETHICS

We believe we are held to a high standard of expectations. All teachers and staff are expected to follow and sign a Code of Ethical Conduct.

CONFIDENTIALITY AND LIABILITY

Confidentiality is important when it comes to the children in our program. We limit the sharing of information to those teachers, staff, and professionals that are a part of the team working with your child. Kinder Kids EEC is not responsible or liable for any arrangements made outside of the center between a staff member and family.

TEACHERS and STAFF

We are proud of our warm and nurturing staff who take a sincere interest in child development and apply their knowledge in the classroom. Our teachers and staff value working as a team with parents and colleagues. All teachers are CPR & First Aid certified. In addition, in compliance with state regulation, all our teachers and staff receive professional training annually. They study various concepts: prevention, recognition, and reporting of child maltreatment, emergency preparedness, preventing the spread of communicable diseases, including immunizations, preventing and responding to emergencies due to food or allergic reaction, cultural diversity for children and families, planning developmentally appropriate learning activities, and many more. To see a complete list of the required yearly training topics, please contact the director, Kathryn Churchward.

SCHOOL CALENDAR

Kinder Kids EEC provides an annual school calendar. We recommend parents post our school calendar in a visible place and review it frequently. It is important to be aware of any school events and days school will not be in session. Parents will also receive a monthly calendar from your child's teachers with information pertinent to your child's class.

PAYMENT POLICIES

REGISTRATION

An annual \$100 registration fee is assessed for each child to reserve a spot in the program. This is a **NON-REFUNDABLE** fee. The

registration fee must be paid via cash, check or Venmo (@KinderKidEdu) for newly enrolled families and via Brightwheel for currently enrolled families only. The fee is due annually during registration or when your child is removed from the waitlist. Refunds will ONLY be given if a class is canceled by Kinder Kids EEC.

TUITION

Tuition is due on or before the 1st of each month. There is a 5-day grace period. After the 5th, a \$25 late fee will be added to tuition. Failure to pay tuition by the 15th, may result in dismissal from the Kinder Kids EEC program. Tuition payment must be made via Brightwheel (credit card or ACH). Tuition for Kinder Kids EEC is not subject to adjustments due to illness, absence, or inclement weather. Tuition is set per month and does not change for holidays or breaks. Our budget is based on our school year (September 2, 2025 through May 22, 2026). If any changes need to be made to your child's attendance (including withdrawing from the program), please contact the director as soon as possible. A withdrawal form must be filled out. *(Please refer to the section "Withdrawing from the Program".)*

Special Circumstances Due to COVID-19

Once monthly tuition has been paid, it will not be refunded. If a classroom closes due to a COVID-19 case, or the school closes by state mandate for more than 5 school days, all tuition will be placed on hold starting on the 6th day. Tuition will be prorated or discounted for any days beyond the 5th day that the classroom or school was closed (that your child was supposed to attend). If your child is absent due to COVID-19 (unrelated to Kinder Kids EEC), our regular tuition policy applies.

SETTING UP BRIGHTWHEEL

1. Once your child is registered, Kinder Kids EEC will send you a request to join Brightwheel. When you receive an invitation via email or text, please create a free parent account using either the web or mobile app. Be sure to use the same email address or cell phone number that the invitation was sent to.
2. Confirm your child's profile. You will see your child's profile after you create an account - you can confirm information such as birthday, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You will not see updates within Brightwheel until we start to use it regularly.
3. Set your account preferences. You can adjust your notification preferences within your profile settings on the app.
4. Add your payment information. Brightwheel offers secure, automated online payments that saves time for us and gives you advanced tools and reporting. Please add your payment information. Here is an online Payments Setup Guide with more info. <https://help.mybrightwheel.com/en/articles/942410-billing-setup-instructions-for-parent>

***Please note: The ACH option will add 0.6%, \$0.25 minimum with a \$2 maximum per transaction and the credit card will charge 2.95%.**

SUPPLY FEES

Supply fees are equal to one month's non-discounted tuition (depending on your child's chosen amount of days) and are divided into two payments. The first supply fee payment is due with September tuition. The second supply fee payment is due with January tuition. A late fee of \$25 will be added to the supply fees after the 5th day of the month that they are due. Supply fees are non-refundable/non-transferable.

EXTENDED CARE FEES

See sections: "Before Care" and "After Care",

WITHDRAWAL FROM THE PROGRAM

Our budget is based on our school year (September 2, 2025 through May 22, 2026); therefore, if at any time you need to withdraw your child from Kinder Kids EEC, 30-day written notice is required. The 30-day notice withdrawal form can be obtained from the director. The 30-day notice begins on the date the director receives the withdrawal form. Tuition must be paid in full for the 30-day notice period (whether or not your child is in attendance). Tuition must be paid for partial month attendance as well. If 30-day notice is not provided, you are responsible for paying the following month's tuition in full. Once your child is withdrawn from the program, we cannot guarantee a spot for your child as we will move up a child on the waitlist.

OPERATIONAL POLICIES

ADMISSION

Kinder Kids EEC is open to children 12 months to Pre-K (5 years old). A waiting list will be maintained and admission is open relative to availability and position on the list. Staff and siblings of current students are given priority in admissions.

HOURS OF OPERATION

Classes meet Monday through Friday from 9:00 a.m. until 2:00 p.m. Classes begin Tuesday, September 2, 2025. Classes end on May 21, 2026 for non-Friday students and May 22, 2026 for students that attend on Fridays. **Our calendar loosely follows Fort Worth ISD but it**

is not an exact replica. Please refer to the Parent Annual Calendar for holidays and school closings. (Calendar dates are subject to change.) In the event of an emergency closing, please refer to the communications via email, the website and/or Brightwheel.

AUGUST EARLY START

Kinder Kids EEC offers an optional “early start” to the traditional school year.

- **Timing:** The early start program runs for two weeks ahead of the regular school year.
- **Program Hours:** It follows the traditional school hours (9 am-2:00 pm), including extended care (8:30-9am; 2-4pm).
- **Classroom Placement:** Children will be placed in their classroom for the upcoming school year, alongside the same classmates and teachers they will be with September-May.
- **Tuition Structure:** The early start tuition is a flat fee, including supply costs, which is determined by how many days a child is registered to attend during the fall.
- **Non-refundable:** Tuition for the early start is non-refundable and non-transferable after August 1st, unless the class does not “make” (i.e., if fewer than five children are enrolled by August 11th).
- **Minimum Enrollment:** A class must have at least 5 children registered by August 11th for the program to go forward.

It's important to note that this early start option requires a financial commitment for the full duration, as parents can't pick individual days or weeks as they might during our summer program.

ENROLLMENT PROCEDURES

Parents must *complete an online registration form and pay the registration fee.* **Your child may not attend school until Kinder Kids EEC has received all fee payments, signed forms listed below, current immunization records, and the Healthcare Professional's Statement.**

1. Admission Information Form
2. Current Immunization Records
3. Healthcare Professional's Statement
4. Parent Emergency Contact Sheet (with current picture) **(Information on this document should match information submitted on the Admission Information Form.)**
5. Student Emergency Plan(s), if applicable

NOTE: *Parents will be notified via email of any Kinder Kids EEC Parent Handbook and Operational Policies changes if and when they occur. State law requires parents to sign and date a Parent Handbook and Operational Policies Agreement Form any time there is a change to the Kinder Kids EEC Parent Handbook and Operational Policies.*

ARRIVAL AND DISMISSAL

Our day begins at 9:00 a.m. and ends at 2:00 p.m. Parents must walk their children to their rooms. **Please be on time arriving to school.** State law requires that your child be signed in and out each day.

PROCEDURES FOR THE RELEASE OF CHILDREN

The only person authorized to pick up a child is a child's parent or person authorized by the parent on the Admission Information form and Parent Emergency Contact Sheet. Please notify us in advance when someone other than a parent will be picking up your child. This person must produce a picture ID or valid driver's license.

All children must be picked up by 2:00 p.m. (if you are NOT signed up for After Care). **Children who are not picked up by 2:05 p.m. will be taken to the waiting area or After Care. Parents will be charged a \$10 fee, as additional teachers will need to work because of specific ratios (in addition to the \$25 last minute After Care fee if utilized). (You will receive an invoice stating what you owe.)**

BEFORE CARE AND AFTER CARE

Any outstanding balances must be settled on your child's account before they can be added to Extended Care. To avoid any additional charges, extended care balances should be paid within 5 days of the due date. A \$25 late fee will be applied after the 5th day.

Before Care:

1. Before Care is a 30 minute session offered from 8:30 a.m.to 9 a.m. Monday through Friday.
2. It is first-come, first-served, as space is limited. There is no guarantee that space will be available by the deadline. Sign-up forms will

be emailed before the end of the month for the following month.

3. The fee is **\$10 per day per child** with a one-time **registration fee of \$10 per child**. Before Care fees are not subject to adjustments due to illness, absence, or inclement weather. We cannot secure your child's spot without a form and payment.
4. **After the 1st of the month, all forms are set and no days may be adjusted. For all forms received after the 1st of the month, or last minute added days, the fee is \$15 per day per child.**
5. Before Care starts the first day of school -Monday, August 18, 2025.

NOTE: *Extended Care must be paid via Brightwheel.*

After Care:

1. After Care is an after school program that is offered from 2:00 p.m. to 4:00 p.m. Monday through Friday.
2. It is first-come, first-served, as space is limited. There is no guarantee that space will be available by the deadline. Sign-up forms will be emailed before the end of the month for the following month.
3. The fee is **\$20 per day per child** with a **one-time registration fee of \$10 per child**. After Care fees are not subject to adjustments due to illness, absence, or inclement weather. We cannot secure your child's spot without a form and payment.
4. **After the 1st of the month, all forms are set and no days may be adjusted. For all forms received after the 1st of the month, or last minute added days, the fee is \$25 per day per child.**
5. Please be respectful of the 4:00 p.m. pick-up time. Some of our staff members have children of their own to pick up after school or other obligations that prohibit them from staying late. **Children not picked up by 4:05 p.m. will be charged a \$25 late fee.** (You will receive an invoice stating what you owe.)
6. After Care starts the first day of school - Monday, August 18, 2025.

NOTE: *Extended Care must be paid via Brightwheel..*

PHOTOS

On occasion, we would like to publish photographs of our students on Kinder Kids EEC's website, Facebook page, or in the newsletter, or other school publications. In addition, we would like to take photographs of your child participating in classroom activities. Our Photograph Release (included in the Admission Information form) states options for the use of your child's photographs.

WATER ACTIVITIES

Kinder Kids EEC offers water table play throughout the school year. (Please see the Admission Information Form regarding permission for water play.)

CLOTHING POLICY

Children will play outside unless there is precipitation and/or the temperature is below **45 degrees** or above 100 degrees. Children should come to school appropriately dressed for outdoor play. They must wear shoes to school or they will be sent home. **Children must wear secure closed toe shoes in your child's correct shoe size. Tennis shoes are the recommended choice.** Please send an extra set of clothes each day, including an extra pair of shoes and socks. **Children must bring a school bag or backpack each day large enough for a daily folder, extra clothes, and a lunchbox.**

PHYSICAL ACTIVITY

Kinder Kids EEC offers a variety of daily physical activity for all classes and age ranges. **Kinder Kids EEC standard for physical activity is in compliance with the Texas Minimum Standards for physical activity, nutrition, and screen time. At Kinder Kids, we prioritize daily physical activity for healthy development. Weather permitting, children will enjoy 30 minutes of outdoor play in the morning and another 30 minutes in the afternoon during extended care. In cases of inclement weather—such as thunder and lightning, icy conditions, or any hazardous weather that may pose a risk of injury—outdoor activities will be moved indoors. Kinder Kids provides a spacious indoor area where physical activity can continue safely. If the weather becomes too hot or cold while children are outside, playtime will be shortened and resumed indoors. Outdoor activities will support large-muscle development using age-appropriate equipment, including: low climbing structures, small riding toys, push/pull toys, and rhythm instruments.**

Children will be offered both indoor and outdoor opportunities for moderate to vigorous active play. Activities may include music, songs, simple games, and imaginative or dramatic play that encourages movement—such as dancing, running, climbing, stretching, walking, and marching. Indoor large-muscle play may include: stepping stones, balance beams, push bikes, cushioned climbers, tunnels, and train sets.

We believe children learn best through play. Kinder Kids offers a variety of free-choice learning experiences and materials based on weekly themes. Children will have opportunities for both child-initiated/free-play activities and structured, caregiver-led movement activities throughout the day.

A note about footwear : For safety and comfort, children must wear secure, closed-toe shoes that are the correct size. Tennis shoes are the recommended option.

TRANSPORTATION

Kinder Kids EEC does not offer transportation.

FIELD TRIPS

Children will not participate in field trips.

ANIMALS

Parents will be notified via email and/or in writing when animals will be present.

INSECT REPELLENT AND SUNSCREEN

Kinder Kids EEC does not apply insect repellent or sunscreen to children. Insect repellent and/or sunscreen must be applied before entering the school.

DISCIPLINE AND GUIDANCE PRACTICES

The state guidelines are that 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.
4. A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction including the following:
 - (A) Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior;
 - (B) Reminding a child of behavior expectations daily using clear, positive statements;
 - (C) Redirecting behavior using positive statements; and
 - (D) 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 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;
9. Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with Section 746.2803(4)(D) of the Minimum Standards. (See 4(D) above this paragraph.)
10. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device.

Kinder Kids EEC values teaching opportunities versus punishment for "bad" behavior. Staff teach social/emotional and communication skills to deal with problems. Children are encouraged to use calming spaces and tools when upset. Once the child is calm, teachers will talk with the child. Teachers collaborate with the child to form an appropriate plan of action, then the teacher will facilitate the opportunity for the child to put this plan into action.

SUSPENSION AND EXPULSION

It is the goal of Kinder Kids EEC to provide a happy, positive, and safe environment for each child. In the event that a child persists in behaviors that are harmful to him or others, or continually shows disrespect for authority, the parents will be notified and a conference will be required. Parents, teachers, and the director will work together to correct any problems. If acceptable behavior does not develop within what the director deems as a reasonable amount of time, parents may be asked to remove the child from the program. The director retains the right to dis-enroll a child if it is in the best interest of the child or other children at Kinder Kids EEC.

INCLEMENT WEATHER

Kinder Kids EEC follows FWISD's decision about closure and delayed start in order to make decisions in the event of inclement weather. However, Kinder Kids reserves the right to make calls according to what is best for the school as a whole.

If FWISD calls for a delayed opening then:

Kinder Kids EEC will open their doors to children at 10:30 a.m.

If FWISD calls for a school closure then:

Kinder Kids EEC will resume classes on the next school day that the weather allows.

Parents can watch WFAA8, NBC5, CBS11 and FOX to see FWISD announce school delays and closures. Kinder Kids EEC will also notify parents through email, the website and/or via Brightwheel.

WELLNESS AND SAFETY

IMMUNIZATION REQUIREMENTS FOR CHILDREN

Each child enrolled must meet applicable immunization requirements for children specified by the Texas Department of State Health Services. The immunization documentation must include child's name, date of birth, vaccine type, # of doses with month, day, and year received, with a **healthcare professional's signature or official signature stamp. (If you plan to download the record from a patient portal, the document must still show the signature.)** Parents must provide current immunization records by the first day of attendance and provide updates throughout the school year. The Texas Department of State Health Services (DSHS) in Kinder Kids EEC's region does not require children to have tuberculosis screening and testing. Additional information regarding immunizations can be found at <http://www.dshs.state.tx.us/immunize/default.shtm>.

NOTE: *Even if your child's birthday falls after the start of school, you MUST submit immunizations you have to-date by the first day of attendance.*

HEALTHCARE PROFESSIONAL'S STATEMENT

A Healthcare Professional's Statement is a document from your healthcare professional that states your child has been examined within the past 12 months and is able to take part in the Kinder Kids EEC program. *(This document requires a healthcare professional's signature or official signature stamp.)*

NOTE: *Even if your child's birthday falls after the start of school, you MUST submit a Healthcare Professional's Statement by the first day of school.*

HEARING AND VISION SCREENING REQUIREMENTS

The Special Senses and Communications Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children that are **4 years or older by September 1, 2025**. The hearing and vision screening results must be submitted to Kinder Kids EEC no later than January 5, 2026. *(This document requires a healthcare professional's signature or official signature stamp.)*

FOOD ALLERGY EMERGENCY PLAN

A child that has been diagnosed by a healthcare professional with a food allergy must submit a Food Allergy Emergency Plan by the first day of attendance. This plan is an individualized plan prepared by the child's healthcare professional and must include:

1. a list of each food the child is allergic to;
2. possible symptoms if exposed to a food on the list; and
3. the steps to take if the child has an allergic reaction.

NOTE: *Both the child's healthcare professional AND the parent must sign and date the plan. A current picture of your child must be attached to the plan.*

NOTE: *If your child has a food intolerance or sensitivity, it is NOT necessary to provide a Food Allergy Emergency Plan. However, you must let your child's teachers know if your child cannot have the daily snacks provided by Kinder Kids EEC. If your child cannot have the snacks provided by Kinder Kids EEC, you must provide snacks for your child. The weekly snack will be posted outside of the classroom each day.*

ALLERGY EMERGENCY PLAN

A child that has been diagnosed by a healthcare professional with an allergy to something other than food (for example, fire ants) must submit an Allergy Emergency Plan by the first day of school. This plan is an individualized plan prepared by the child's healthcare professional and must include:

1. a list of what the child is allergic to;
2. possible symptoms if exposed to the allergen(s) on the list; and
3. the steps to take if the child has an allergic reaction.

NOTE: *Both the child's healthcare professional AND the parent must sign and date the plan. A current picture of your child must be attached to the plan.*

MEDICAL EMERGENCY PLAN

A child that has been diagnosed by a healthcare professional with a medical condition that may require emergency care must submit a Medical Emergency Plan by the first day of school. This plan is an individualized plan prepared by the child's healthcare professional and must include:

1. a description of the medical condition;
2. steps to take regarding treatment of this condition in the event of a medical emergency; and
3. anything else that the healthcare professional deems necessary for Kinder Kids EEC to know regarding the child's medical condition.

NOTE: *Both the child's healthcare professional AND the parent must sign and date the plan. A current picture of your child must be attached to the plan.*

NOTE: *If your child carries an epinephrine injection, you must have one of the foregoing emergency plans on file with Kinder Kids EEC. If you submit one (or more) of the foregoing emergency plans, you may be contacted to arrange a meeting with the director, the assistant director, and your child's teachers to discuss said plan.*

ILLNESS AND EXCLUSION CRITERIA (For illness due to COVID-19, please refer to the COVID-19 Health and Safety Plan on pages 14 and 15.)

Your child **may not** attend school if:

1. The illness prevents the child from participating comfortably in child-care center activities including outdoor play;
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care; and
3. The child has one or more of the following:
 - A temporal (forehead), axillary (armpit), or tympanic (ear) temperature of 100 degrees, or an oral temperature of 101 degrees, or higher;
 - Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, rash with fever, mouth sores with drooling, behavior changes, two diarrhea episodes or one vomiting episode in 24 hours, and/or other signs that the child may be severely ill; or
 - A healthcare professional has diagnosed the child with a communicable disease, and you do not have medical documentation to indicate that the child is no longer contagious.

A parent will be called to pick up the child if he or she has a temporal temperature of 100 degrees or higher, shows symptoms and signs of possible severe illness such as lethargy, abnormal breathing, rash with fever, mouth sores with drooling, behavior changes, two diarrhea episodes, one vomiting episode, and/or other signs that the child may be severely ill.

NOTE: *A child who was ill may return to Kinder Kids EEC when the child is free of symptoms of illness for 24 hours (**without fever reducing medication**).*

MEDICATION

If a child is in need of medication during school hours, parents must fill out a medication form. **Medication must be in the original bottle, labeled with the child's first and last name.** Only the director or assistant director may administer medication to your child. Medications are stored in the director's office.

ACCIDENT POLICY

In case of minor injury or accident, the staff will administer basic first aid. If a child gets hurt, we will assess the injury and apply any first aid required. Most injuries will likely only require a band aid, an ice pack and some TLC. For injuries or accidents that do not require medical attention, a "boo boo" report will be given at the time of pick up and must be signed by the child's parent or guardian. A copy will be kept on file at the school. If the injury is something you should be made aware of before picking up your child, we will call you immediately. Otherwise, you will be notified of the injury at your child's dismissal time.

MEDICAL EMERGENCIES

If a child is in need of emergency medical attention, we will administer CPR and immediately call 911. Kinder Kids EEC will contact the child's parent or designated emergency contact if the parent cannot be reached. For injuries or accidents that require medical attention, an accident form will be filled out.

HEAD LICE POLICY

Kinder Kids EEC has a "No Nit" policy. This policy excludes children from attending school based on the presence of lice eggs whether or not live lice are present.

SAFE SLEEP FOR INFANTS 12 MONTHS AND YOUNGER

Kinder Kids EEC students must be 12 months old or older to attend. 12 month olds may begin as late as October 1 of the school year.

Safe sleep policy for infants from birth through 12 months old that is consistent with the rules in subchapter H of this chapter (relating to Basic Requirements for Infants) that relate to sleep requirements and restrictions, including sleep positioning, and crib requirements and restrictions, including mattresses, bedding, blankets, toys, and restrictive devices." (Texas Minimum Standard; 746.501)

HEALTH CHECKS

Kinder Kids EEC does not conduct health checks.

VACCINE-PREVENTABLE DISEASES

Kinder Kids EEC does not require staff immunizations for vaccine-preventable diseases. You can find information on the current immunizations recommended for adults on the Center for Disease Control (CDC) website:
<http://www.cdc.gov/vaccines/schedules/downloads/adult/adult-schedule.pdf>.

POTTY TRAINING

We will assist your child with potty training once the process has begun at home successfully. Send your child in simple clothing during this time – no belts please. Please pack an extra set of clothes, socks, AND shoes. Your child must be in underwear or a pull up while at school.

EMERGENCY PREPAREDNESS PLAN

Kinder Kids EEC's Emergency Preparedness Plan is at the end of this document.

UNASSIGNED EPINEPHRINE AUTO-INJECTOR

Kinder Kids EEC does not maintain an unassigned epinephrine auto-injector.

FOOD AND NUTRITION

MEALS AND FOOD SERVICE PRACTICES

Kinder Kids EEC provides a light snack for children daily. Parents provide lunch for their child. All items brought for lunch should be ready to serve. We are unable to warm food or keep food cold for lunch. Children should bring nutritious lunches to school. Drinking water is always available to be served with a snack or lunch. Kinder Kids EEC does not serve beverages with added sugars, such as carbonated beverages, fruit punch, or sweetened milk. These are only allowed for special occasions such as a holiday or birthday celebration. Snacks provided by a parent must not be shared with other children unless a parent is providing store bought treats for a celebration or party being held at the center. Kinder Kids EEC is not responsible for the nutritional value of the child's lunch or for meeting the child's daily food needs.

BREASTFEEDING

Kinder Kids EEC provides a nursing mom's room for nursing mothers. It is located in the lounge room adjacent to the women's restroom in the church lobby. Parents have the right to breastfeed and are allowed to provide breast milk for their child.

PARENTAL COMMUNICATION

PARENTAL NOTIFICATIONS

Several methods are used to notify parents of Kinder Kids EEC news. Parents may be contacted via email, text message, the website, and/or Brightwheel for general school administration information, school emergencies, or closings. Teachers may communicate with parents via email, verbally, Brightwheel, and/or through daily information sheets and class calendars sent home in students' daily folders. Classroom event information and reminders may also be posted outside of the classroom.

PARENTAL QUESTIONS AND CONCERNS

Parents are encouraged to speak with the director regarding any questions or concerns about Kinder Kids EEC's policies and procedures. Parents should call 817-886-0469 or email the director at kinderkidedu@gmail.com to make an appointment.

PARENTAL PARTICIPATION

Parents may be asked to participate in various classroom events. Teachers will notify parents of these scheduled events. For special classroom events, parents must check in with their child's teacher, the director, or assistant director before entering the classroom.

PARENTAL VISITATIONS

Parents are welcome to visit Kinder Kids EEC at any time during the childcare center's hours of operation to observe their child, program activities, and to check the building, premises, and equipment without having to secure prior approval. Parents must check in with the director or assistant director before entering a classroom.

LICENSING

GENERAL INFORMATION

Kinder Kids EEC is licensed by the Texas Department of State Health Services and meets all state mandated requirements for child care

centers. The Texas Department of State Health Services regulates our facility. Parents may review Minimum Standards on the TDSHS website (<https://www.hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing/minimum-standards>). We post our operating license and most recent licensing inspection report, Keeping Children Safe notice, and information regarding documentation that parents are entitled to review. Also posted are 911, the telephone number for Poison Control, the licensing office telephone number and address, and the Abuse and Neglect Hotline. In addition, Kinder Kids EEC's name, telephone number, address, and the list of current employees are posted. The emergency evacuation and relocation diagram is posted in each classroom, as well as the Emergency Preparedness Plan. The Weekly Snack, Class Schedule, and Monthly Parent Calendar are posted outside each classroom.

PREVENTION, RECOGNITION, AND REPORTING OF CHILD ABUSE AND NEGLECT

It is the policy and the responsibility of Kinder Kids EEC to report all allegations of child abuse and neglect to the Department of Family Services within the required time frame and in an appropriate and thorough manner. All employees of Kinder Kids EEC will adhere to the standards set forth in the Licensing Standards.

All employees are required to have 24 hours of annual training, including training in the prevention, recognition, and reporting of child abuse and neglect. This training includes methods for increasing employee awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse and neglect and factors indicating a child is a risk for abuse or neglect. It also includes methods for increasing employee awareness of prevention techniques for child abuse and neglect.

Parents may refer to <https://www.helpguide.org/articles/abuse/child-abuse-and-neglect.htm> and <https://www.childwelfare.gov/topics/preventing/preventionmonth/resources/resource-guide/> for information regarding warning signs that a child may be a victim of abuse and neglect and factors indicating a child is a risk for abuse or neglect. These websites also include information for prevention techniques for child abuse and neglect.

Kinder Kinders EEC can call upon the following local community organizations for assistance in preventing and responding to abuse and neglect of children: Cook Children's, Alliance for Children, and Help for Parents/Hope for Kids. Parents can find additional information regarding abuse and neglect on these organizations websites listed here: <https://cookchildrens.org/maltreatment/Pages/default.aspx>, <https://www.allianceforchildren.org/>, and http://www.helpandhope.org/Find_Help/programs-results.asp?findcounty=TARRANT

Parents of a child who is a victim of abuse or neglect may call 1-800-252-5400 for information on how to obtain assistance and intervention, including procedures for reporting abuse or neglect.

GANG FREE ZONE

Kinder Kids EEC is a designated Gang Free Zone as required by Texas law. Under the Texas Penal Code, any area within 1,000 feet of a child-care center is a gang-free zone where criminal offenses related to organized criminal activity are subject to a harsher penalty.

Parent Rights

A parent of a child in care has the right to: (1) Enter and examine your center during its hours of operation without advance notice (2) File a complaint against our center; (3) Review our center's publicly accessible records; (4) Review our center's written records concerning the parent's child; (5) Receive from your center: HHSC's inspection reports for your center and information regarding how to access your center's compliance history online. (6) Have our center comply with a valid court order signed by a judge that prevents another parent from visiting or removing the parent's child from your center. (7) Be provided with contact information for Child Care Regulation, including the department's name, address, and telephone number (8) Obtain a copy of your center's policies and procedures, staff training record and in-house training curriculum; and (9) Be free from any retaliatory action by your center for exercising any of the parent's rights.

Parent Handbook and Operational Policies (2025-26) Addendum #1 Agreement

Changes:

☐ **INCLUSIVENESS pg 1**

- ☐ A child who receives early intervention services or special education services can receive those services from a qualified service provider at your operation, with parental request and approval. Parents may need to sign release forms to allow sharing of information between staff and other professionals. Parents are expected to cooperate with the staff to follow recommendations and action plans submitted by Kinder Kids EEC. Conferences can be scheduled to discuss the child's special needs, referrals, and evaluations. Regular monitoring, collaborating, and conferences will continue as needed to evaluate the plans of action to best provide for the needs of the child.
Kinder Kids will provide a child with special care needs with the accommodations recommended by a health-care professional, a qualified professional affiliated with the local school district or an early childhood intervention program. Kinder Kids will utilize any adaptive equipment that has been provided to the center for a child's use. School activities will integrate children with and without special care needs. Equipment, procedures, and methods will be adapted as necessary to ensure the child with special needs can operate in a natural environment.

☐ **CLOTHING POLICY pg 4**

- ☐ Children will play outside unless there is precipitation and/or the temperature is below 45 degrees or above 100 degrees. Children must wear secure closed toe shoes in your child's correct shoe size. Tennis shoes are the recommended choice.

☐ **PHYSICAL ACTIVITY pg 4**

- ☐ Kinder Kids EEC standard for physical activity is in compliance with the Texas Minimum Standards for physical activity, nutrition, and screen time. At Kinder Kids, we prioritize daily physical activity for healthy development. Weather permitting, children will enjoy 30 minutes of outdoor play in the morning and another 30 minutes in the afternoon during extended care. In cases of inclement weather—such as thunder and lightning, icy conditions, or any hazardous weather that may pose a risk of injury—outdoor activities will be moved indoors. Kinder Kids provides a spacious indoor area where physical activity can continue safely. If the weather becomes too hot or cold while children are outside, playtime will be shortened and resumed indoors. Outdoor activities will support large-muscle development using age-appropriate equipment, including: low climbing structures, small riding toys, push/pull toys, and rhythm instruments.
- ☐ Children will be offered both indoor and outdoor opportunities for moderate to vigorous active play. Activities may include music, songs, simple games, and imaginative or dramatic play that encourages movement—such as dancing, running, climbing, stretching, walking, and marching. Indoor large-muscle play may include: stepping stones, balance beams, push bikes, cushioned climbers, tunnels, and train sets.
- ☐ We believe children learn best through play. Kinder Kids offers a variety of free-choice learning experiences and materials based on weekly themes. Children will have opportunities for both child-initiated/free-play activities and structured, caregiver-led movement activities throughout the day.
- ☐ **A note about footwear :** For safety and comfort, children must wear secure, closed-toe shoes that are the correct size. Tennis shoes are the recommended option.

☐ **MEDICATION pg7**

- ☐ Medication must be in the original bottle, labeled with the child's first and last name.

☐ **SAFE SLEEP FOR INFANTS 12 MONTHS AND YOUNGER pg7**

- ☐ "Safe sleep policy for infants from birth through 12 months old that is consistent with the rules in subchapter H of this chapter (relating to Basic Requirements for Infants) that relate to sleep requirements and restrictions, including sleep positioning, and crib requirements and restrictions, including mattresses, bedding, blankets, toys, and restrictive devices." (Texas Minimum Standard; 746.501)

☐ **Parent Rights pg9**

- ☐ A parent of a child in care has the right to: (1)Enter and examine your center during its hours of operation without advance notice (2)File a complaint against our center; (3)Review our center's publicly accessible records; (4)Review our center's written records concerning the parent's child; (5)Receive from your center: HHSC's inspection reports for your center and information regarding how to access your center's compliance

history online. (6) Have our center comply with a valid court order signed by a judge that prevents another parent from visiting or removing the parent's child from your center. (7) Be provided with contact information for Child Care Regulation, including the department's name, address, and telephone number (8) Obtain a copy of your center's policies and procedures, staff training record and in-house training curriculum; and (9) Be free from any retaliatory action by your center for exercising any of the parent's rights.

Pursuant to Section 746.505(2) of the State of Texas Minimum Standards, Kinder Kids must notify parents in writing of any changes in the Parent Handbook and Operational Policies. A signed and dated copy of the addendum must be kept in the student's file.



COVID-19 Health and Safety Plan

Unless instructed otherwise by the health department or state licensing, Kinder Kids EEC will no longer shut a classroom down due to COVID. All parents whose child(ren) is directly impacted by a classroom exposure will be notified and will be instructed with specific protocol within 48 hours. Parents may make choices based on their own discretion as to when to send their child(ren) back to school. As per our policy with any illness, parents should watch their child(ren) for any signs or symptoms and keep all sick children at home.

For Positive COVID-19 Cases at the Childcare Facility

- All positive cases need to be isolated for 10 days- Day 0 is the first day of symptoms or positive test (if asymptomatic) Day 1 is the first full day after symptom onset or test specimen collection (if asymptomatic).
- All common areas used by the positive case at the facility will be deep cleaned.
- It is recommended, but not a requirement, by the health department to quarantine all close contacts for 10 days after they were last exposed, unless they are fully vaccinated and/or they are in their 90-day period since they last tested positive.
- Household members of close contacts do not need to quarantine unless their child exhibits symptoms and/or tests positive for COVID-19.

Return to Childcare Facility for both Staff and Children after Infection with COVID-19

All individuals who were symptomatic or asymptomatic but tested positive for COVID-19, can return under the following conditions:

- At least 10 days have passed since symptom onset AND
- At least 24 hours have passed since resolution of fever (without the use of fever-reducing medication) AND
- There is improvement in respiratory symptoms (e.g. cough, shortness of breath).

Please Note:

- Each situation will be evaluated by the health department when reported by the director. Therefore, procedures are subject to change at their discretion.
- If your child has Covid-like symptoms and you report it to the director, she is obligated to report it to the health department even if your child was not symptomatic at school.

Symptoms to look out for:

- Fever (greater or equal to 100 or more)
- Cough
- Headache

- Sore throat
- Body aches
- Rash*
- Diarrhea*
- Nausea or vomiting*
- Bloodshot eyes
- Neck pain*
- Blood lips*

*Symptoms may indicate the development of Multisystem Inflammatory Syndrome in Children (MIS-C). Seek emergency care right away.

Some potential additional questions:

1. Do I need to get my child tested? - We do recommend that if your child starts to show ANY symptoms contact their physician to get tested. If your child's physician recommends not testing your child due to other family members testing positive and you are to assume your child has COVID-19, please notify Kinder Kids EEC as this is considered the same as testing positive.

*Please note: Testing a quarantine child will not get your child out of quarantine any sooner.

2. Do siblings of quarantined students need to stay home? - At this time, it is not mandatory to keep a sibling of a quarantined child home. However, it is Kinder Kids EEC's recommendation to keep the sibling home for a few days to watch and monitor for symptoms.
3. What about tuition if my child has missed numerous days due to COVID-19? - Once monthly tuition has been paid, it will not be refunded. If a classroom closes due to a COVID-19 case, or the school closes by state mandate for more than 5 school days, all tuition will be placed on hold starting on the 6th day. Tuition will be prorated or discounted for any days beyond the 5th day that the classroom or school was closed (that your child was supposed to attend). If your child is absent due to COVID-19 (unrelated to Kinder Kids EEC), our regular tuition policy applies.
4. Do I need a negative COVID-19 test result to return to school? - No. If your child tested positive for COVID-19 then, when your child's 10-day quarantine has concluded, your child is free to return to school. No negative test is needed.
5. Do I need to notify Kinder Kids if I suspect my child has COVID-19? -No. Please keep your child home and wait until you have a confirmed diagnosis before notifying the school. DO NOT SEND YOUR CHILD TO SCHOOL WHEN YOU ARE WAITING ON COVID-19 TEST RESULTS. Once a physician, at-home test, or testing site has confirmed your child has COVID-19, please notify the school immediately.

*Please note: At-home tests can give you a false negative. If you suspect your child has COVID-19 after receiving a negative at-home test result, please consider getting your child retested through a physician or testing site.