

Kiddie Shack Preschool, LLC

Childcare & Preschool

Parent Handbook



**Building Today's Foundation for
Tomorrow's Future!**

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A Texas State Licensed Preschool - 1113826

Kiddie Shack Preschool, LLC

Early Learning Program

Welcome to Kiddie Shack Preschool! The decision to entrust your child - your most valued possession - to Kiddie Shack Preschool is an honor we do not take lightly. We would like to thank you for giving us the opportunity to serve your family's childcare needs and the ability to lay the foundation of your child's future. We at Kiddie Shack Preschool commit to helping your child grow in a well-balanced manner. Our goal for your child is that they are fulfilled and prepared in every way for the challenges that each of us face in everyday life.

This handbook describes our policies and procedures. We review our policies and procedures annually and reserve the right to change policies and procedures, fees and/or tuition at any time.

Any changes will be printed and handed out to each family to read, sign, and return.

Philosophy and Mission Statement

Kiddie Shack Preschool is dedicated and committed to our children by providing educational and quality childcare. It is our philosophy to focus on the needs of the individual child by providing a stimulating atmosphere for learning along with a secure loving environment. It is our belief that a childcare facility should be an extension of each child's family. Kiddie Shack Preschool teachers and parents are encouraged to work together to provide the love and support needed as your child reaches developmental milestones and his/her own personal achievements! We are passionate about education and providing our children with the tools to be successful in life.

Staff Training

All employees meet the licensing requirements to be able to teach in a licensed facility in the State of Texas, including background checks and FBI fingerprints. To work at Kiddie Shack Preschool, all staff must receive at least 24-35 hours of in-service training yearly which includes Recognizing and Preventing Child Maltreatment and SIDS with Head Trauma, in addition to training in CPR and First Aid.

Building Today's Foundation for Tomorrow's Future!

Enrollment Procedures and Required Records

All spaces are open and available until Kiddie Shack Preschool has received the *Admin Fee, Registration Fee, and Security Deposit* for your child(ren).

1. Tour our home daycare
2. Read this handbook completely
3. Pay Admin Fee \$50, Registration Fee \$75 and Security Deposit \$200
4. Respond to enrollment emails
5. Complete Enrollment Forms through DocuSign
6. Send PDF file of health statement, shot records, DL, and current photo of child
7. Tuition Payment- due in full on or before the Friday before 1st day of attendance

Kiddie Shack Preschool Tuition Rates & Policies

Weekly Rate Per Child

Infants/Toddlers (6wk-3yrs): \$285

Preschooler (4-5 years): \$265 (potty trained)

Drop In Care: \$70 (8:30-4:00)

***Full time care is 3 days or more; part time care is 2 days or less.*

TUITION DUE DATE

Full tuition is expected regardless of attendance.

I have a "No Pay, No Play" policy. Payments will be made in advance and are due no later than drop off time **Friday morning**; if you pay monthly tuition, it is due by the first of every month before dropping off. In your ProCare app you can set your tuition payments up on autopay to avoid any late fees. If tuition is not paid by Friday morning at drop off, you are taking a chance that your child's spot may be filled by Monday and/or late fee being charged. Clients should keep in mind that we have a waiting list of other prospective parents wanting to enroll their child. You are contracted for days agreed upon to reserve a space for your child for the next week and this time must be paid for whether it is used.

LATE TUITION FEE

Payments not received Friday morning at drop off or by **9:00 A.M.** if absent/closed will be charged a **\$10.00** per day/per child late fee starting Friday (including Saturday and Sundays). It is not the responsibility of the provider to remind the parents when payment is due.

Your child will not be accepted for care until your regular childcare fees plus any late tuition fees or other accumulated fees are paid in full, given if space is still available. You are still responsible for a two-week notice.

PAYMENTS

Payments may be made by cash or through the ProCare app. There will be a \$1.00 transaction fee added to your bi-weekly or monthly invoice for ACH payments. If you wish to pay by credit card or debit card there will be a 2.7% +.30 transaction fee added to your invoice. Deposits can be made through Zelle until your ProCare app is set up. If your ProCare payment is returned it will cause the PARENTS to be charged a **\$40.00** returned payment fee plus any bank charges incurred by the PROVIDER because of the PARENT'S check being dishonored. In addition, all future childcare payments must be paid in cash. **Zelle: 469-831-5142**

EARLY DROP-OFF/LATE PICK-UP FEES

Your child's schedule is based on the days and hours agreed upon and listed in the financial agreement, **NOT** the hours we are open to accept children. If you drop off earlier or pick up later than your contracted hours you will be charged **\$1.00** per minute, per child. If you pick your child up after closing time (5:30 P.M.), you will be charged **\$5.00** per minute. **Please be courteous and arrive on time; after hours is time with my family.**

OTHER FEES (NON-REFUNDABLE)

Admin fee \$50

Registration fee \$75 due upon enrollment & every January and August

Monthly reservation fee \$175 (expecting parents)

Summer reservation fee is 50% of weekly tuition

Extended hours of care \$5 an hour (outside of the 9 hours a day/drop in hours)

SECURITY DEPOSIT (NON-REFUNDABLE)

A non-refundable security deposit of **\$200.00** is required upon enrollment for your child. The deposit protects me from unexpected family departures. **Payable one time through Zelle.**

In the event your child does not begin enrollment on the agreed date, your childcare space will be forfeited and your security deposit to hold the space will become non-refundable.

RESERVATIONS

Parents who are searching for childcare two weeks or more prior to care may choose to reserve a childcare slot. To reserve an available space, parents must pay the non-refundable admin fee, registration fee and security deposit, as well as a non-refundable monthly reservation fee. The reservation fee will hold the space for 2 months and then you will be responsible for 50% of the weekly tuition rate.

Parents who wish to hold their child's space during the summer months (June-August) will be responsible for 50% of the weekly tuition rate. Your child will not be allowed to attend when reserving the space for the summer.

WAITING LIST

A waiting list will be maintained for those interested in enrollment when space is no longer available. As space becomes available parents will be contacted on the list, with siblings of currently enrolled children being given priority.

Kiddie Shack Preschool Policies & Procedures

Kiddie Shack Preschool cares for children ages 6 weeks to kindergarten.

HOURS OF OPERATION

Monday through Friday 7:00 A.M. to 5:30 P.M.

Your hours are based on your contracted times and days ONLY.

HOLIDAY CLOSINGS

Payment is expected for the following holidays. If the holiday falls on a Saturday, Kiddie Shack Preschool will close in observance of the holiday the Friday before. If the holiday falls on a Sunday, we will close the following Monday. Tuition will be due the day before the holiday closing if paying by check or cash.

Kiddie Shack Preschool will close in observance of the following PAID holidays:

- New Year's Eve & Day
- MLK Day
- Presidents Day
- Good Friday
- Easter Monday
- Memorial Day
- Fourth of July
- Labor Day
- Halloween (closing at 2pm)
- Thanksgiving Break (3 days)
- Christmas Break (Christmas week)

PROVIDER'S VACATIONS/PERSONAL & PROFESSIONAL DEVELOPMENT DAYS

Each calendar year Kiddie Shack Preschool will be closed for two weeks for **PAID** vacation (spring break & fall break), up to 7 **PAID** illness/personal days, 3 **PAID** professional development days. As strong as our immune system has become over the years, we still get sick from time to time, parents will be given as much notice as possible, with a minimum of 30 days' notice for vacation. However, vacations are usually provided on the Closing Schedule given after the arrival of the New Year. **Payment IS required for provider vacations.** If payment is not made prior to the provider's vacation, the family may forfeit their child's space.

Parents are responsible for making other arrangements for childcare when Kiddie Shack Preschool is closed for holidays, vacation, early release days, personal days, sick days, or professional development days.

PARENT VACATIONS

Please notify Kiddie Shack Preschool at least two weeks in advance if your child will be absent due to family vacation. Full payment is required for any days your child is absent. Remember, you are paying to reserve your child's space.

ATTENDANCE

Be sure to pre-arrange any changes to your schedule with Kiddie Shack Preschool at least 24 hours in advance if possible. **If Kiddie Shack Preschool is not informed in advance of the child's tardiness, there is a possibility that we may not be able to accommodate you since we take drop in children.** In this event, you assume responsibility for your child's care and there are no refunds if this occurs.

Please be courteous and phone (or text) us if your child will not be attending that day. Parents are required to notify us **at least an hour before** scheduled drop off time if their child will be absent for the day. Two consecutive No-show/No-calls are grounds for immediate termination. You will be responsible for two weeks' notice.

No drop-offs will be permitted after 9:00 A.M.

***Part-time schedules: Unfortunately, we cannot switch around your child's scheduled days of enrollment on an occasional or semi-occasional basis. In other words, your contracted days are your days and cannot be altered on a weekly basis. If you feel you need or want a more flexible schedule, then you may want to consider adding days or going full time if/when available. However, keep in mind you can also pay for extra days on an as needed basis if/when available (drop-in care) for the cost of your current average daily rate.

BAD WEATHER POLICY

For safety reasons, we will follow the Rockwall/Royse City ISD closing schedule for inclement weather. If Rockwall/Royse City ISD is closed or opening late due to severe weather, then Kiddie Shack Preschool will be closed for the day. We will post closings on our Facebook page, website and/or send text message. If Rockwall/Royse City ISD is already closed, Kiddie Shack Preschool director will make closing decisions using current weather information that is available. We give no discounts on tuition for weather closings. If after-school activities are canceled, we will close at 3 p.m.

SIGN IN/OUT PROCEDURE

An electronic daily SIGN IN & SIGN OUT device is kept by the entrance door. Parents must remember to sign their child in and out each day with the correct parent assigned PIN number given at enrollment. Use only your assigned PIN number since that is also your signature.

OPEN DOOR POLICY

Kiddie Shack Preschool has an open-door policy for families with enrolled children. Parents are welcome to come by and visit your child during the hours he/she is in our care. Do understand I may not be available to give you my undivided attention as I am interacting with the children. Also, visitors tend to make the children behave in an excited manner that does not usually occur when we are alone with them. Your child may become upset when your visit is over, and you leave without them. Keep in mind that most children do not understand the difference between visiting and going home; if your child starts to become distressed then you will have to take them home for the day.

ARRIVAL & DEPARTURE

The front door is open from 7:00-8:30ish; whenever the door is open just walk in, if the door is closed ring the doorbell. Please **DO NOT** ring the doorbell if the front door is open, before 7:00 AM (family is still sleeping) or during nap times: 9:00-10:00 and 12:00-2:30 pm. You can text me that you are here if it is during nap times.

Accompany your child into the house and sign them in. Coats should be placed in your child's cubby.

Occasionally you may wish to send someone other than yourself to drop off or pick up your child for the day. Be sure to notify any person doing so of the Arrival & Departure procedure. Always notify Kiddie Shack Preschool should there be someone other than the parents picking up for the day.

Any person taking your place for pick up should be listed on the Admission Form under "**Persons authorized to pick up my child.**" If neither parent is picking up, you will need to call or text to let us know who will be picking up and a photo ID will be required if we do not know this person. Kiddie Shack Preschool will not release the child without your approval for both the protection of your child and the preschool.

To make drop-off time an easy transition for both you and your child, please carefully read the following policies:

1. **Communication:** Though we are open to any questions or concerns you may have about your child, drop-off and pick-up times are not the best times to discuss these concerns in depth. Instead, please feel free to phone us in the evenings when we can give you our undivided attention or we can set up a scheduled parent/teacher conference.
2. **Separation:** It is normal for some children to have difficulty separating from parents in the morning or not wanting to leave when it is time to go home. Please be very brief **limit to no more than 5 minutes** during these transition times. The longer you prolong the departure the harder it gets, and we need to focus our attention on the other children. A smile, cheerful good-bye kiss, and a reassuring word that you will be back are all that is needed in the morning. In our experience, children quickly get involved in the activities as soon as the parent leaves.
3. **Boundaries:** This is also a time of testing when two different authority figures are present (the parent and the provider). All the children will test to see if the rules still apply. During arrivals and departures, we expect parents to back up our rules. If you do not, we will remind the child that their behavior is inappropriate and take action to correct it if needed. (Please review House Rules).
4. **Safety:** Please be in control of your child during arrivals & departures. At departures, please do not let your child leave the house until you are leaving also. Children are not permitted to go outside unattended.

BEHAVIOR MANAGEMENT

Discipline shall not be associated with food, rest, or toileting. Children shall not be subjected to discipline that is severe, humiliating, or frightening. The goal of discipline is to help children

see the sense in acting a certain way. This is a time-consuming task, and it is important we remain realistic in the expectation of the behavior of each child. The child's developmental age and stage must be taken into consideration.

Kiddie Shack Preschool has rules to ensure safety, comfort, and happiness for all. We like using positive discipline and guidance based on individual needs and development. I like giving choices and giving praise for positive behavior. Distraction, re-direction, and natural consequences are common practices used for behavior management. When needed, brief supervised "time-outs" will be used. The child will remain at the provider's side, (one minute for each year of age) or privileges will be removed.

Kiddie Shack Preschool will be very direct in letting you know of problems as they arise. If there are any problems that concern you as a parent or the preschool, please discuss them with us openly and honestly. Comments and suggestions are always welcome.

HOUSE RULES

This is our home as well as business, so please be respectful of my family and home by adhering to the policies and procedures outlined in the family handbook. The following rules have been established for protection and safety of children. Rules help in developing a child's own sense of self control. We teach respect for other people and respect for property; and achieve this through compassion and consistency. These rules are to be respected and followed by the children always. Parents are expected to oversee and control their child's discipline while the parent is present. Please do not permit your child to ignore or disobey the house rules while in your presence.

- Follow directions given by parents or teachers; (parents please reinforce the rules)
- No rough housing or wrestling
- Walking feet inside - running feet outside
- People are not for hurting - keep hands and feet to yourselves
- No name calling, yelling, foul language or teasing
- Quite voices - use inside voices indoors
- Furniture is to be used correctly - not for climbing or standing.
- Remain seated until parents are ready to leave (walk out the door)
- Parents are to check cubbies & to use the tablet **ONLY**
- No picking up babies or toddlers
- DO NOT play with the equipment used for babies
- No one is allowed upstairs

BITING POLICY

Biting will not be tolerated and to ensure the safety of the children in care I will enforce a strict biting policy. If a child bites or begins to bite the child's parents will have two weeks to correct the aggressive behavior or childcare services will no longer be available. If your child bites two times in one day you will be required to pick your child up.

Kiddie Shack Preschool understands that biting in young children is typical in normal early childhood development. However, I do believe it is in the best interest of the children placed

in care to set limits for aggressive behaviors such as biting, which has the potential to harm others. Biting can occur for many varied reasons such as:

- Anger
- Frustration
- Over Stimulation
- Fear
- Teething
- Lack of Language
- Attention
- Reaction
- Curiosity

It is Kiddie Shack Preschool's goal to recognize triggers that cause biting and redirect a child before the incident occurs. In the event we are unable to intervene the following steps will take place:

- The provider will first address the bitten child by comforting and then cleaning the bitten area with soap and water. Ice will be applied if bruising occurs.
- The child who did the biting will be removed from the setting and in an age-appropriate manner will explain to that the behavior is unacceptable: "Biting hurts," or "We bite food, not people." Care will be taken not to reward the child that did the biting with extra attention.
- The incident will be documented on an Accident/Incident form that will need to be signed by the parent of the biter and the provider. The parent will receive a copy of the signed form, and the original will be placed in the child's file.
- Parents will be asked to work with their child in discouraging aggressive behavior.

DAILY SCHEDULE

Sample schedule...Subject to change

7:00	Arrival	12:00	Nap/Quiet Time
8:00	Breakfast	2:50	Music & Movement
8:30	Infant Nap	3:00	Flashcards
9:00	Circle/Group Time	3:15	Snack
9:30	Arts & Crafts	3:30	Outside Play
10:15	Outside Play	4:15	Infant Nap
11:15	Story Time	5:00	Educational Video
11:30	Lunch	5:30	Departure/Closed

*Children will engage in at least 90 minutes a day of physical activity daily. All children will be outside for a total of 60 minutes daily (weather permitting); when children cannot go outside due to the weather, we will have physical activity inside. These activities for outside and inside may include but are not limited to games, music and movement, dance, ball, running outside and more.

**Children may watch educational television (Disney, PBS, Sprout or Noggin) or a child appropriate video during arrivals, departures and while the providers prepare lunch. No more than 1 hour a day.

MEALS & SNACKS

Kiddie Shack Preschool is enrolled with Nutriservice Food Program. Through this program we are provided with nutritional training that helps us serve nutritious meals to your child. Each child in our care is enrolled in this program.

Well-balanced breakfasts, lunches and snacks will be provided. Food will be offered to your child, but your child will not be forced to eat. Children will be encouraged to finish the food served to them before seconds are offered. Our meal schedule is as follows:

Toddler Schedule

Breakfast: 8:00
Lunch: 11:30
PM Snack: 3:15

Infant Bottle Schedule

Breakfast: 8:00 (if needed)
Lunch: 11:00
PM Snack: 3:15

****A monthly infant feeding schedule will be required to be completed for children under 12 months of age; until they start eating table food****

FOOD FROM HOME

Do **NOT** bring food, drink, gum, or candy from home. Food brought from home will be given to the parents to take home or thrown away upon arrival. If you would like to bring a snack to share with everyone, please notify Kiddie Shack Preschool ahead of time so that we may plan it with the day's meals and to let you know of any food allergies.

FOOD ALLERGIES

Any child with a food allergy must have an individualized Food Allergy Emergency Plan prepared by the child's health care professional that includes:

1. A list of each food that the child is allergic to.
2. Possible symptoms if exposed to a food on the list.
3. The steps to take if the child has an allergic reaction.
4. Statement signed and dated by the doctor and parent.

DIETARY NEEDS

Any child with special dietary needs must have an individualized plan and statement from the child's health care professional that includes:

1. Medical diagnosis and statement.
2. Detailed special dietary plan for our facility.
3. Statement signed and dated by the doctor and parent.

SPOON FED INFANTS

We will start feeding our infants with a spoon once they are developmentally ready, eating well off the spoon and are able to keep the food in their mouths and swallow. We feed our

infants flavored oatmeal cereal for breakfast, oatmeal cereal (meat substitute) and one of the following vegetables: carrots, sweet potatoes, squash, peas, and green beans for lunch; we do not offer jar meats. We ask that all vegetables have been tried at home to make sure they are not allergic to any of the food products we offer before we start feeding at preschool. In addition to their meals, they will be given bottles of formula or breastmilk at breakfast, lunch, and snacks.

HOLIDAYS & BIRTHDAYS

We celebrate five holidays with class parties: Halloween, Thanksgiving, Christmas, Valentine's Day, Easter. Halloween will be recognized in a non-scary form, Thanksgiving is our Thankful Feast with a potluck lunch, Christmas we have a gift exchange between all children enrolled, Valentine's Day will be when children exchange valentine cards/gifts, and Easter we have an egg hunt. We will plan all the holiday parties; we encourage parents to participate and sign up for whatever is needed to celebrate the holiday.

Simple parties in celebration of birthdays are welcome. Please let us know of your plans prior to his/her birthday. Every child will be recognized on his/her birthday. Special treats for birthdays to be shared with your child's playmates must be store bought and in sealed, original package or if homemade check with us for any allergies.

SUPPLIES

The following supplies are to be left at the preschool. All items will be placed in your child's cubby. If clothing needs to be changed, these items will be placed in your child's front cubby for pick up. I will notify you when your child's supplies need to be replenished.

- ✓ Breast Milk/Infant Formula (if you choose not to use what we supply: Target Up & Up)
- ✓ 2 Complete changes of clothes (weather appropriate) ~ 5 onesies for infants
- ✓ Diapers/Pull ups (Huggies pull-ups only)
- ✓ Wipes (Huggies Only; natural care fragrance free; travel packs)
- ✓ Diaper Rash Cream
- ✓ Pacifier (if your child uses one)

All parents will receive a school supplies list upon enrollment and every August. Infants will only be required a small portion of the supplies and children that are participating in the curriculum will bring the complete list of supplies.

DRESS TO PLAY

All the children must arrive dressed and ready for the day; we will not change them out of their pajamas. When dressing your child, please keep in mind that we do many "messy" activities such as painting, water play, playing outdoors, etc. Please do not dress your child in clothes you would not like to be soiled. Though we try our best to keep the children's clothes clean, sometimes this is not always possible. Make sure your child dresses in comfortable play clothes that will allow him/her to fully enjoy all activities in the classroom and outside. Infants can be dressed in onesies for their daily outfits (no shorts or pants needed). Closed toe and heel shoes are strongly recommended to prevent accidents.

Shoes that are not allowed: Tie Shoes, Flip Flops or shoes that will not remain on their feet.

Do not bring infants in shoes until they are able to run and play outside.

TOYS FROM HOME

Do not allow your child to bring toys/items from home unless permission is given or posted on the monthly calendar. Anything brought will be sent back home. Kiddie Shack Preschool encourages respect for others, and this includes sharing. Sharing is difficult for young children and even more so if it is a toy from home. Toys brought from home also have a risk of being lost or damaged.

PROCARE APP

Daily progress reports will be posted on the ProCare app. There you will see information regarding meals fed, bottle feedings, diaper changes, school lessons, photos, notes, messages and more.

FIELD TRIPS

Currently, we do not offer any field trips.

NAP TIME/QUIET TIME

All children are required to have a rest period while at preschool. Our infant's morning nap time starts at **9:00 A.M. to 10:00 A.M.**, once they turn 12-14 months, they will no longer have a morning nap. The afternoon rest period for everyone starts at **12:00 P.M. to 2:30 P.M.**, (occasionally we do allow them to sleep till 3 P.M. if we go down late) to avoid disturbing the children who are napping, please do not schedule visits or pick-ups between these times. Sometimes infants may need a 3rd nap around **4:00 P.M.**

No drop-offs will be permitted after 9:00am.

Kiddie Shack Preschool will provide a quiet place for your child to rest. Infants 12 months and under will be placed in a safety regulated pack-n-play and parents will be sent a form for our policy on infant safe sleeping to be added to your child's file. At times we do transition infants about to turn 1 year to the mat early if they are not napping well in the crib.

MEDICAL PROCEDURE

We make every effort to ensure the safety of your child while in our care. Unfortunately, accidents may occur. We are trained in CPR and basic first aid procedures. I have implemented the following procedures, should your child experience an injury while at preschool.

We will determine the severity of the injury (i.e., scrapes, bumps, bruises, etc.) and then we will administer first aid and forward an accident report home with the person that picks up your child at the end of the day.

In case of a serious accident or injury, EMS (911) will be contacted first. Within the limits of their ability, we will administer first aid. We will make every attempt to contact you immediately. If we cannot reach you, we will call the person you have indicated on the forms as the emergency contact for your child. If we cannot reach you, we will release your child into the custody of the emergency paramedics to transport your child for immediate medical care.

*****Any medical bills that may arise from an accident are the responsibility of the parent.***

PARENT NOTIFICATIONS & COMMUNICATION

Kiddie Shack Preschool believes that close communication with the parents is a key factor in the children's success. We encourage parents to read the newsletter & calendar that is posted on the website monthly, as well as responding promptly to group text that may be sent out with important information/reminders. The newsletter, calendar and text messages offer information about what's going on in your child's preschool world and upcoming events.

OUTSIDE EMPLOYMENT & SOCIAL MEDIA

Staff of Kiddie Shack Preschool are prohibited from outside employment with parents of the childcare. This included but not limited to, babysitting and/or nanny type services. Staff and Parents shall not exchange phone numbers, email, social media, etc. This includes but is not limited to Facebook, Twitter, Instagram, and Snapchat. Breach of this policy shall lead to Termination of Employment for the staff members.

MINIMUM STANDARD RULES & REPORTS

Parents have the right to view the copy of the minimum standards and the childcares most recent inspection report. The minimum standards may be reviewed at any time upon request, and we will be available to answer any questions the parents might have. The inspection report will be posted in the playroom by the door after each inspection. This report will remain posted until the next inspection.

TERMINATION POLICY

In the event Kiddie Shack Preschool should ever find it necessary to end our agreement, the parents will be given a two-week written notice. Except for reasons such as, (*but not limited to*):

- Failure to follow the Parent Handbook Policies
- Failure to follow the sick policy
- Destructive, uncontrollable, or violent behaviors
- Habitual tardiness in pickup of child
- Excessive late arrivals
- Excessive absences without notice
- Lateness of payment or nonpayment
- Lack of Parental Cooperation
- Failure to comply with required enrollment & health forms
- Covering a child's illness with medication

- False information given by the parent either verbally or in writing
- My inability to meet the needs of your child
- Disrespect to my family, my staff or me as well as my home

These situations will be grounds for immediate termination. If it becomes necessary for me to resort to legal action to collect fees, the parent(s) will be responsible for any legal fees incurred by Kiddie Shack Preschool.

All personal items must be removed from the preschool upon termination of services. Due to space constraints, any personal belongings not picked up after 30 days from said termination date will be donated to the local Goodwill or other charity.

NOTICE OF WITHDRAWAL

A two-week notice is required to withdraw your child from Kiddie Shack Preschool. **Whenever possible even more notice is better.** This helps me tremendously. The reason being, unlike childcare centers, I can only take up to 12 children. So, when I am full, I am forced to say NO to all incoming requests for childcare. Full tuition payment for the two-week notice period is required at the time the Notice of Withdrawal letter is submitted whether your child will be present during the final two weeks of care.

CHILD ABUSE REPORTING

Kiddie Shack Preschool is required by state law to report suspected child abuse, child neglect, child sexual abuse, mild maltreatment, verbal, physical and emotional abuse, or neglect. Our first concern is the safety of your child, and if we suspect he/she has been subjected to abuse, we will file a report to the proper authorities.

HEALTH & ILLNESS POLICY

I operate a "well" child preschool. Do not bring your child to childcare if he/she is feeling ill. If you are unsure whether your child should remain home or attend childcare, ask yourself the following:

- ❖ *Is he/she noticeably uncomfortable and/or irritable?*
- ❖ *Is he/she difficult to console?*
- ❖ *Is he/she fully able to participate in daily activities and routines?*
- ❖ *Do I not want my child participating in regular activities such as outdoor play?*

Please keep your child home if he/she is ill in any of these forms; they must be symptom free for 24 hours before they can return to preschool. Except for the stomach bug, they need to be symptoms free for 48 hours.

- Fever of 100 or higher
- Vomiting
- Diarrhea
- Excessive runny nose (that's not clear), green or yellow nasal discharge
- Hacking/croupy persistent coughing or wheezing
- Draining eyes or ears (including Pink Eye)
- Impetigo

- Unexplained rash
- Ringworm
- Lice
- Contagious diseases/illnesses (chicken pox, measles, HFM, RSV, Flu, etc.)
- COVID-19 Symptoms (cold like symptoms)
- Extremely fussy, tired, lethargic or cannot participate in play or group activities.

Should any child become ill during the day, especially with diarrhea, vomiting, fever, runny nose or "flu-like symptoms, the PARENTS will be asked to remove their child from Kiddie Shack Preschool and to do so promptly. **PARENTS ARE REQUIRED TO PICK UP THEIR CHILD WITHIN ONE (1) HOUR OF BEING CALLED/TEXTED BY THE PROVIDER.** If your child becomes ill at Kiddie Shack Preschool, we will keep him/her in isolation until he/she is picked up.

Please **notify** Kiddie Shack Preschool if your child has been exposed to a contagious disease. This protects your child, and the other children in care. If your child is exposed to any communicable disease Kiddie Shack Preschool will notify you as soon as we are notified.

Any child who has seen a physician and has been prescribed an antibiotic for an illness (contagious or not) will not be accepted into care until the child has been on medication for **24 HOURS** and returns with a doctor's note. This rule is in place to protect your child and childcare in case there should be an adverse reaction to the medication.

If Kiddie Shack Preschool feels your child has a lingering illness and should visit the doctor or if your child has visited the doctor due to an illness, the child will not be readmitted for care without a note from their doctor of record.

*****If your child is sick during the night or on Sunday, they must be symptom FREE for 24 hrs. and without the use of Tylenol/Motrin before returning to care*****

IMMUNIZATION

Each child in care must have current and up to date immunizations and then continue to meet applicable immunization requirements specified by Texas Department of State Health Services. This requirement applies to all children in care from birth through 14 years. With each immunization, I will need a current copy for my records. This includes any immunization exemptions or exceptions.

HEARING & VISION SCREENING

This childcare is required to abide by the Vision & Hearing Screening Requirements set forth by the Texas Health and Safety Code for The Special Senses and Communication Disorders Act. It requires children who turn 4 years old to receive a screening or a professional examination for possible vision and hearing problems. I must be given a copy of that screening as part of the child's records and some information is shared with The Department of State Health Services (no names). Exemptions accepted.

MEDICATION ADMINISTRATION RULES

Kiddie Shack Preschool will **NOT** administer medication to a child enrolled in childcare. If your child's doctor prescribes a prescription, please have them write the order to be administered twice daily, so that it may be given at home. Children on medication must remain out of care for 24 hours from the time of the first dose of medicine before returning to care. This is to protect the child in case of allergic reaction to the medication and gives it time to take effect so that your child is not so fussy.

SUNSCREEN & INSECT REPELLANT

If you feel that your child needs sunscreen or insect repellent during the summer months of May, June, July, and August; you **must** apply it to your child at drop off. I will not put sunscreen or insect repellent on any children; if you feel that they need it please apply it before they come to preschool.

PARKING

Park along the sidewalk in front of the house or across the street. Do not block personal driveway or neighbor driveways. The small space between us the neighbors to the right (east) is not a parking spot; it's too small.

WEAPONS

Law enforcement officials who are trained and certified to carry firearms on duty may have firearms or ammunition on the premises of Kiddie Shack Preschool. For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of Kiddie Shack Preschool.

GANG FREE ZONE

Under the Texas Penal Code, any area within 1,000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

UPDATES

Any changes that take place in your family should be reported and changes made to the preschool forms immediately. Annual updates will be sent out annually in November or December.

EMERGENCIES

****Please see attached Emergency Preparedness Plan at the end of this Handbook. ****

**Building Today's Foundation for
Tomorrow's Future!**



Emergency Preparedness Plan

In the event of any emergency, my first responsibility is to move the children to a safe area known to all household members, caregivers, and volunteers. In the event of any emergency that requires an evacuation of all individuals inside the home of Kiddie Shack Preschool, one of the following plans shall be implemented. In all situations, the caregiver in charge when evacuating shall:

1. Take an accurate attendance list.
 2. Account for all the children and volunteers as they board/depart the vehicles.
 3. Bring all necessary medications/supplies and emergency records.
 4. Take my cell phone, **469-831-5142**, to be used for emergency notifications.
- If the emergency environment is confined to the immediate area of the childcare home (ex. Fire or toxic fumes) and the children cannot stay on the premises, the children will be brought to: **Across the street; 207 Micco Ln, Fate TX 75087**, which is within walking distance, where they remain accompanied by caregivers while family/guardian/emergency contacts are notified of the situation and arrangements are made for pick up.
 - In the event of threatening weather, the children will be in our safe place: under the stairs in the middle of the house. I will contact parents once the children are safe. We will remain in our safe place until I have received notification from officials that threatening weather has cleared.
 - In the event of exposure to toxic materials or gases and a physical examination is recommended, children will be transported by ambulance to the hospital designated on the enrollment form where they will be examined by a health provider and family/guardian/emergency contacts will be notified.
 - If the emergency is more widespread and encompasses a larger area such as my neighborhood or several homes due to non-confined environmental threats (ex. toxic fumes from a spill, flood waters, brush fires etc.) and the children cannot remain in the area, the children will be brought to: **Fate City Fire Department; 128 E Fate Main Pl, Fate TX 75087, (972-771-4601)**, by ambulance if necessary or private vehicles where they will remain accompanied by caregivers while family/guardian/emergency contacts are notified and arrangements are made for pick up.

- In the event of a major environmental hazard that necessitates a larger area evacuation such as several neighborhoods, a town or geographical area, due to a larger non-confined hazard, children will be transported to: **Dallas Chapter Red Cross; 4800 Harry Hines Blvd, Dallas 75201, (214-678-4800)** designated mass shelter by private vehicle where they will remain accompanied by caregivers while family/guardian/emergency contacts are notified, and arrangements are made for pick up.
- **The emergency telephone number that will be used is my cell phone.** I will remain in contact with the local authorities (such as fire, law enforcement, emergency medical services, health department) and parents of the children in my care.

In the event of an emergency evacuation, I have an emergency preparedness kit which includes diapers, wipes, disposable gloves, snacks, water, weather radio, battery powered flashlight, first aid kit, duplicated copies of all your children's records, hand sanitizer, disinfectant wipes, disposable cups, and plates.

Caregivers will remain with and care for the children always during the event. Attendance will be checked whenever children are moved. Caregivers will bring all medication, supplies and emergency records.

