



PARENT HANDBOOK

Schedule:

School Hours: Class hours are from 9-2:15 P.M., with Extended Care the day can be 8:00 A.M. – 4:30 P.M.

Two Day Program: Monday & Wednesday and Tuesday & Thursday

Littles 2–3-year-olds, Middles Pre K 3-4 years old, Pre-K 4-5 years

Three Day Program: Tuesday, Wednesday, Thursday

Littles 2–3-year-olds, Middles Pre K 3-4 years old, Pre-K 4-5 years

Four Day Program: Monday, Tuesday, Wednesday and Thursday

Littles 2–3-year-olds, Middles Pre K 3-4 years old, Pre-K 4-5 years old & TK 5 years old

Extended Care is offered:

Wake Up & Play from 8-9 A.M. and Stay & Play from 2:15-4:30 P.M.

Students are placed in their appropriate age group based upon their age as of September 1st, unless assessed and approved by Directors.

Enrollment

For your child to be enrolled in Kidz World Preschool, two links must be completed, or the entire enrollment packet must be completed and returned prior to coming to school. The enrollment process for subsequent years needs to be completed each year your child attends. Anytime you have changes in your information, you must let the Director know immediately. The forms are as follows, some are to be turned and the others are to be accepted and signed for in the Google registration document:

1. ProCare and Google admission forms
2. Health Requirements Form
3. If your child has been diagnosed with allergies, complete the supplied FARE form for allergies and make note on the Health Requirements form.
4. Statement of health from your child(ren) physician (1 time during enrollment not annually)
5. Authorization for Emergency Medical Care
6. Discipline and Guidance Policy
7. Emergency Contact Information, three contacts are required, Pick up Authorization Form
8. Health Information history on ProCare questionnaire
9. Kidz World Medical Release Form
10. Immunization Records or a current Exemption form from the state of Texas
11. Parent Health Commitment & Statement of Understanding
12. Hearing and Vision test results for students 4 years old by September 1st.

When changes are made to the handbook, you will be notified in writing of changes, and you will be required to sign the revised version and return it for our records.

The registration enrollment forms state that you agree and understand that Kidz World Preschool reserves the right to terminate the enrollment agreement for the following:

1. End of school year.
2. Failure to resolve any delinquency in tuition.
3. Kidz World is unable to meet the needs of my child.
4. Kidz World Preschool determines that it is not in the best interest of Kidz World Preschool or other children enrolled in the preschool program to have my child in attendance.
5. Kidz World determines that my child or I have been unable to adjust to attending Kidz World.
6. False information on the application, enrollment, or any required state licensing forms.
7. Child has not been able to adapt to being in school, and separate from parents. Child cries consistently and has not bonded with teacher or classmates.

You understand that:

You will need to give 30 days' written notice, a form will be provided for you, the equivalent of pay for that time is required. If the space in class is replaced by a new student, you will only be responsible for 2 weeks of tuition during the written notice period. Withdrawal from the program for or during the month of May is not accepted. The registration fee is non-refundable.

1. If Kidz World Preschool exercises its rights to terminate the enrollment agreement as noted on the registration/enrollment agreement, tuition paid will only be refunded for unused/prorated days of school not attended from the date of dismissal.
2. The documents signed at registration under "Read All Documents" of the registration process are part of our parent agreement along with this parent handbook.

In the event you need to remove your child from the program

A form will be provided to the parents with the required 30 days' written notice and the equivalent of pay for that time. If the space in class is replaced by a new student, you will only be responsible for 2 weeks of tuition during the written notice period. Withdrawal from the program for or during the month of May is not accepted. The registration fee is non-refundable.

Extended Care Option: Wake Up & Play and Stay & Play

The Extended Care option is available Monday through Thursday.

Extended Care option to sign in is available during the check in process at the classroom. You must sign your child (ren) in/out each day. The front doors of our building will be locked after 2:15 PM. Please ring the bell if the door is locked when picking up or dropping off from Extended Care. Late fees are noted in the Pickup section.

Wake Up & Play - Monday through Thursdays is from 8:00-9:00 AM. Wake Up & Play is available on a regular use and drop-in basis for enrolled students. Kidz World Preschool reserves the right to close drop in if the class ratios exceed available staff.

Stay & Play – Monday through Thursday from 2:15-4:30 P.M., Stay & Play is available on a regular use and drop-in basis for enrolled students. Kidz World reserves the right to close drops in if the class ratios exceed available staff.

Arrivals and Departures

You will be able to gain access to the building at 8:45 AM to help your child put their personal belongings in their designated places in the classroom. Your child's teacher will communicate with you regarding their location for drop off whether it is in the designated classroom or playground. Please do not enter the green foyer until 8:50 AM since our staff attends devotion every morning from 8:40- 8:50 AM.

Each day all parents are expected to sign their child(ren) in and out of school utilizing the check in with their teacher. If you have a change or need to add a person to your contact information you provided at registration, you will need to notify the front office staff to complete a form so your records can be updated. At least one person not living in your household is required to be listed as an emergency contact even if they live out of state.

Pick Up

Please be prompt in picking up your child(ren) between 2:00-2:15 PM unless you are utilizing our extended care program. Many of our staff members have elementary-aged children and they must leave Kidz World on time to pick up their children from their schools.

Preschool: A late fee of \$5.00 will be charged at 2:20 p.m. and \$1.00 per minute thereafter.

Stay and Play: A late fee of \$5.00 will be charged at 4:30 p.m. and \$1.00 per minute thereafter.

These charges will be billed to your child's ProCare account, due on the next billing cycle.

Pick Up Procedures

At enrollment you will complete the Emergency Contact form authorizing who can pick up your child. If we do not know you or the person picking up your child, we will ask to see and make a copy of the person's driver's license to verify with your authorization form on file. This is for the safety of your child and will be enforced by all caregivers and directors. It is your responsibility to notify us in writing and complete the necessary forms with any changes to your child's authorization pick up enrollment form. If your child is sick or in need of picking up, and parent does not come. The alternate/emergency contact will be called.

At least one person not living in your household is required to be listed as an emergency contact even if they live out of state.

Early Pick Up: Before 2:00 PM

To cut down on classroom interruptions, you will be required to check in at the front desk if you come to pick your child up prior to 2:00 PM. We will go to your child's classroom to get your child(ren) for you.

Tardiness

Teaching children to be on time begins very early. When they arrive on time, children are learning lifelong skills. By coming at 9:00 AM, the children will have a few minutes to get settled before their first activity. Please be on time and be a good role model for your child. Children arriving after 9:15 will be escorted back to their classroom by a staff member.

Doors will be locked between 9:15 AM-2:00 PM every day. Please ring the bell at the door or call the number posted on the door so you can be admitted into the building during these times. Please see the communication section in this handbook for further information about our open-door policy.

School Closings

*When Fisd (Frisco Independent School District) is closed, we will be closed. If Fisd is not in session due to inclement weather, Kidz World will be closed as well. If Fisd has a late start time due to weather, Kidz World will not be open that day. Listen to local radio stations and television channels and updates will be provided on the closed private Facebook pages.

*If Fisd is closed due to health concerns, flu epidemic, pandemic or illness Kidz World will also be closed. However, Kidz World will close for any other days we deem necessary for the safety and wellbeing of the children and our staff regardless of Fisd's ruling. Tuition is not prorated due to inclement weather, flu epidemic, pandemic or other illness that is cause for Kidz World to be closed. These are situations beyond our control. We are a part time school and do not have the ability to build into the schedule bad weather make up days like the independent school districts do.

Diagnosed Disabilities

Kidz World Preschool will provide modified lesson plans, teaching and encouragement to children with a diagnosed disability, and a letter from the student's doctor. Our goal is to provide encouragement, accommodations for inclusion to class activities, and inclusive environments for all children.

Child daycare operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301. (voice) or (800) 514-0383 (TTY)

Volunteers

Throughout the year we will need volunteers for several different activities (usually parties). The parents help us make the program run smoothly. We invite and encourage you to become involved in your child's educational experiences. You will be receiving

information on this shortly. You will not be asked to watch a class and a Kidz World staff member will be present at all times with you. For the safety of our children, we require a background check on those who wish to be regular volunteers in the classroom. Please stop by the front desk and we will provide you with the necessary form to be filled out prior to volunteering in the classroom.

Please note, registered sexual offenders will not be allowed in the school at any time for any reason.

Finances

Kidz World Preschool Supply Fee by number of days per week registered for is due with first month’s tuition:
 2 day- \$100, 3 day- \$150, and 4 day \$200 annually.

Monthly Tuition Rates:

Little’s, Middles and PreK	Days	Tuition	Non-Refundable Registration Fee
	2 Days - T, TH	\$330	\$125
	3 Days - T, W, TH	\$435	\$125
	*4 Days - M, T, W,TH	\$520	\$125
Transitional Kindergarten	Days	Tuition	
	3 Days - T, W, TH	\$450	\$125
	*4 Days - M, T, W, TH	\$535	\$125

Extended Care	Wake Up & Play	Stay & Play
	8:00-9:00 a.m. *	2:15-4:30 p.m. *
Days per week	Monthly Rate	Monthly Rate
1 day	\$36	\$72
2 day	\$65	\$130
3 day	\$85	\$170
4 day	\$105	\$210
Occasional use per day	\$9	\$18

Due Date / Late Fee:

Tuition is due the first Thursday of the month, beginning in August, this payment covers both August and May as they are both short months. Tuition is due a month in advance. For example: the billing in August reflects school attendance in Sept., etc., until 9 monthly payments have been paid. Unless other arrangements were made with the director upon enrollment.

All tuition payments are made through Tuition Express with a bank account or credit card. There is a return check and declined credit card fee of \$35.00 for non-sufficient funds returned by your bank.

Parents will be able to login to Myprocare.com to view your child’s billing account. Parents are also able to print statements for day care reimbursement accounts or as otherwise needed.

Absences

Please notify us as early as possible if your child is going to be absent due to illness or any other reason.
 or you can send an email to kwpservice2003@gmail.com or call/text 214-793-7008

Please do not call or text your child’s teacher during preschool hours to notify them of an absence. Please contact the Director at 214.793.7008 via phone call or text. You are still responsible for tuition for the whole month and days of absence are not credited to your account.

Illness Policy

Please Note: Kidz World requires that a child be free of fever, vomiting, diarrhea, or any other symptoms for 24 hours prior to returning to school. Please follow this policy closely to protect all the families and staff members here at Kidz World.

If your child has one or more of the following, they will not be able to attend school:

- The illness prevents the child from participating comfortably in school activities including outside play.
- The illness results in a greater need for attention by staff that compromises the health, safety, and supervision of other children in care.
- The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in school activities:
 - Oral temperature of 100.4 degrees or greater.
 - Rectal temperature of 101.4 degrees or greater; we do not do at Kidz World Preschool
 - Armpit temperature of 99.4 degrees or greater
 - Constant green nasal discharge indicating a sinus issue or infection.
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea in the last 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
- A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.
- Vomiting and/or diarrhea (must be free from symptoms for 24 hours);
- Any symptoms from childhood diseases, such as scarlet fever, hand foot and mouth, measles, chicken pox, strep throat, flu, etc. or any infectious contagious diseases.
 - Chicken pox – all blisters must be completely scabbed over and dry underneath
 - Common cold
 - Sore throat
 - Croup
 - Fifth Disease.
 - Hand Foot and Mouth, all blisters must be completely scabbed over and dry underneath (approximately 7-10 days)
 - Any unexplained rash
 - Any skin infection – boils, ringworm, impetigo, thrush, hand-foot-mouth disease.
 - Pinkeye or other eye infections (must be on medication for 24 hours before returning to school).
 - Any Communicable Diseases
 - Head lice.

If a parent is visiting the school and needs to breastfeed their infant, not enrolled in our program since we only provide care for 24 months and older, we will escort the mother to an appropriate, comfortable place.

Medication:

We will not administer medication to children at Kidz World unless the child has a recurring medical problem, such as headaches, asthma attacks, or allergic reactions. You, the parents, will need to sign a medication authorization allowing us to administer the medication when symptoms occur. The authorization form can be obtained at the front desk. The authorization will be good for up to six months and must include information on symptoms to watch for. We will document your child's form when medicine has been administered and notify parents if they request it on the form. **Prescriptions or over-the-counter medications of any kind are not permitted in the child (s) backpack and have to be stored at the front desk.**

We will require all parents to provide medical information about your child. Allergies, chronic health problems, or other issues that affect the child at Kidz World should be fully explained to the teacher and Kidz World Director in writing. A current shot record must be provided to the director along with all other medical forms that we require at enrollment.

Required Immunizations

Each child enrolled or admitted to school must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements. The documentation must include: child's name, date of birth, number of doses and vaccine type, and the month, date, and year the child received each vaccination. The documentation must be the original record, or a

photocopy. It is your responsibility to provide updated records throughout the year as immunizations are given. The immunizations include:

If for religious reasons you are requesting exempt status or a delayed schedule you must get the proper exemption certificate from the department of health in Austin TX.

- DTP/DTAP/DT
- Polio
- Measles
- Mumps
- Rubella
- Hib
- Hepatitis A
- Hepatitis B
- Varicella

Vision and Hearing screening is required for children 4 years of age and older as of September 1.

These need to be completed with the results provided to Kidz World by the end of first semester of enrollment or within 120 calendar days of enrollment. A licensed or certified screener or a health-care professional must conduct the screening.

Diagnosed Food Allergies for that require an Action Plan

A food allergy emergency plan is an individualized plan prepared by the child's health care professional that includes:

- A list of each food the child is allergic to
- Possible symptoms if exposed to a food on the list; and
- The steps to take if the child has an allergic reaction.

This plan is to be signed by the child's health care professional and parent including the date. A form can be obtained at the front desk in the foyer or at our welcome center.

Food Preferences

If a parent chooses for their child/children not to have specific foods, please notify Kidz World Preschool in writing. Parents can bring special snacks for birthdays, and Kidz World Preschool provides snacks on special occasions or in Stay and Play. If parents would like to provide an alternative snack, please contact the Director.

First Aid- Over-the-Counter Products

Occasionally your child may require first aid during the day. For these occasions, we maintain a limited supply of first aid products. You will need to complete and sign the Over-the-Counter Product Release form to give us permission to use first aid products such as Bactine or Solarcaine, After Bite (insect bites), Neosporin, Cala-Gel etc., Refer to form at registration for all specifics.

Illness at School

If a child becomes ill while at school, we will contact one of the parents to pick up the child and remove the child from other children. If a parent is not able to be reached, Kidz World will refer to the Emergency Contact list.

Emergency Illness

If your child has a critical illness or injury that requires immediate attention of a physician, we will:

- Contact emergency medical services or take the child to the nearest emergency room
- Give the child first-aid treatment or CPR when needed
- Contact physician identified in the child's record if unable to reach a parent
- Contact the child's parents.

Discipline and Guidance

- We will use positive methods of discipline and guidance that encourage self-control and self-direction, which include at least the following:

- Use praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- Remind a child of behavior expectations daily, by using clear, positive statements
- Redirect behavior using positive statements
- 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 child's age.

We will not use harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are not used:

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

Discipline issues will be handled in a positive and encouraging way. Children will be encouraged to make "good choices" and treat others with respect. If a teacher has continued behavioral issues with a child, the parents will be notified, and a conference will be scheduled.

We want to work with your child and build a positive self-image while encouraging children to be self-directed and use self-control. **If the inappropriate behavior continues, Kidz World Preschool can decide to remove your child from the program. The right to terminate enrollment was provided during the registration process, form 4659 and as stated on in this handbook.**

Snacks and Lunch

We will not provide snacks and/or lunch. **Exception (If your child is enrolled in our extended care program – Stay & Play, we do provide a healthy snack and water during the 2:15-4:30 PM time)

Children need to bring a healthy lunch, water bottle and a healthy snack for the morning snack time. Please, no candy or sugary snacks in their lunch or at snack time we will not be allowed to serve them to your child. Please refer to the snack/lunch form that has a list of ideas for approved snacks and lunch. When possible, we will return uneaten portions. We provide access and encourage children to hydrate with their water bottles brought from home throughout the day including returning from the playground. We also have water available to refill children's water bottles.

Nut butters are allowed unless otherwise specified by the Director. Loose nuts are not allowed, as it is easy for children to drop them.

We are not responsible for the nutritional value or for meeting the child's daily food needs. We will not allow the children to share snacks or lunch with other children. Please, no carbonated sodas. Please do not send food that needs to be heated and/or refrigerated, as the teachers do not have access to a microwave and refrigerator. Due to allergies, **peanuts and loose nuts are NOT allowed in the school.** Peanut butter products are reviewed on a case-by-case basis within the classroom and/or school wide.

Rest Time

Little's 2-3 years old and Middles PreK 3-4 years old are required by the state to have an opportunity to rest. Children are required to bring a mat for rest time. This mat must be washable and labeled with your child's name on it on the sleeping side of the mat. If your child has a security item, he/she needs during rest time (blanket, stuffed animal, etc.), please label them clearly.

Pre-K 4-5 years old and Transitional Kindergarten 5 years old classes have some quiet time for independent reading and an opportunity to rest which we call "DEAR TIME" (drop everything and read.) These age groups still need to bring a towel to sit on during this time.

PHYSICAL ACTIVITY AND OUTDOOR PLAY

(40-60 minutes of moderate or rigorous play per preschool day depending on grade level, Per licensing)

Kidz World believes and promotes the importance of indoor and outdoor physical activity. The benefits of physical activity and outdoor play are essential to the proper development of large motor skills, social, emotional, creative, learning critical thinking, problems solving, language development, imagination and non-instructive play. A great opportunity exists here for modeling compassion, how to approach other children and just join in the fun.

Kidz World provides two 20-minute recess times daily, utilizing the outdoor playground, classroom activities, sanctuary, foyer and camp room. The music and movement class is 30 + minutes, occurring two times a week with moderate and rigorous play. At other times and during each day, each class will supplement transition times with fun activities such as but not limited to:

Going on Bear Hunt, Simon Says, Head, Shoulders, Knees and Toes, Dinosaur Stomping, Freeze Dance, Stop, Look & Listen, Baby Shark, Little Bunny Foo Foo, Ring Around The Rosie, Finger Plays Specific to Seasons, Such as 5 Little Pumpkins, 5 Little Snowman, Parachute and Marching with Musical Instruments, If I Were A Butterfly, and Just Go Swimming. While waiting in line we play the listening game, copycat game and implement concepts through these activities that teach up, down, all around, in, out etc., We also work on skills like jumping, skipping, going through the hallways on our way to recess, chapel etc.,

During times where weather prevents us from going outside for recess, we will utilize the sanctuary, classroom, music room, camp room for indoor play with thematic activities, (play centers i.e. vet clinic, housekeeping, building blocks, tunnels, etc., for imagination and to get up and be moving for moderate and rigorous play.

Chapel is 20 minutes, occurring two times a week (5 minutes allowed for arrival from classroom). 12 minutes of chapel consists of fun interactive praise and worship music with moderate and rigorous movement depending on the songs and lesson plan.

Children are not allowed to wear sandals, slip on or open toe shoes per the registration agreement.

Labeling

Please make sure everything your child brings is clearly labeled with their name. This includes lunches, mats, clothes, coats, hats, blankets, etc. We will have a place for your children to place their items.

Clothing

Please dress your child in appropriate clothing for play. For playground safety we require that your child wears closed toe shoes such as athletic shoes or play shoes. No sandals or flip flops because of the mulch playground covering. We require a complete change of weather with appropriate clothing to be provided in your child's backpack.

Weather permitting, children will go outside to play. Therefore, please always send a coat or jacket in cooler weather. Also, please bring a change of clothes, including undergarments, each day. Children who are not toilet trained should be sent with plenty of wipes and disposable diapers or pull-ups. We recommend one per hour.

Personal Toys

No toys may be brought from home unless requested by the teacher. Children that nap may bring a "Lovey" to be brought out at rest time.

Activities Outside School

We will not take any field trips with your children. We are not authorized to transport any children unless it is due to evacuation of the premises or medical emergency.

Communication

For student safety and wellbeing, all students are required to speak English. Children need to be comfortable communicating with staff if they are hungry, thirsty, do not feel well, need to use the bathroom and to express any needs they may have.

Daily reports are kept for the Littles Classes (age 2 by Sept 1st) regarding diaper changing/potty training. These reports are kept by the individual class and available upon request.

You will be notified of minor injuries when you pick your child up, this will need to be signed by you and the teacher or director. You will be notified in writing within 48 hours of becoming aware of a child in our care or an employee who has contracted a communicable disease. You will also be notified in writing (Facebook group and/or email) within 48 hours of any outbreak of lice or infestation in the group. This will also be posted at our computer check-in area.

We will notify you of any changes in our operational policies and enrollment agreement. You will be notified in writing and need to sign the copy and return it to be kept in your child's records.

You must sign the Google form at enrollment stating that you have been given directions to access this handbook on our website and/or closed Facebook group. You also agree to read all the policies and agree to follow them.

We have an open-door policy at Kidz World. If you have a concern, please contact your child's teacher and/or the director. Your children are very important to us, and we will do everything we can to make this experience the best your child has ever had. If you have communicated your concerns with the director and your concerns are still present, you may contact State Licensing at 1-800-582-6036.

Please visit Kidz World anytime during your child's school day or a different day. You are welcome to come in and observe your child's class, any of the school's operations, and program activities while your child is here without having to secure prior approval.

Facebook

Each class has a closed **private** Facebook group which the teaching staff will utilize for communications, pictures etc., The Director, Curriculum Director and administrative assistants will also use these private groups for communications, pictures etc. It is always important to inform and communicate with your child's teachers. Good communication between everyone is what we strive for. We ask that all parents use the "notification" setting on Facebook to receive class information.

Postings

We have a posting board in our front lobby that will give you additional information about our program and State Licensing information. Please feel free to look at it at any time. The following will be always posted:

- Our childcare center's license
- The letter or form from the most recent Licensing inspection or investigation
- The licensing notice *Keeping Children Safe*
- Emergency and evacuation plans (classrooms)
- The activity plans for each class (classrooms)
- Licensing *Notice of availability for Review*
- Emergency telephone numbers
- Any other Licensing notices with specific instructions to post the notice.

Kidz World is a State Licensed Childcare Center. If you would like to review the State Minimum Standards or the most recent Licensing Inspection Report, please see the director. It will be made available to review here at Kidz World. The most recent Licensing Inspection Report is posted on the Parent Board here at Kidz World. You may also review the Minimum Standards and most recent Licensing Inspection Report online at www.tschildcaresearch.org.

Our local licensing phone number is 469 562 7970.

To report child abuse, contact the Texas Department of Protective and Regulatory Services at 1-800-252-5400. Child daycare operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800) 514-0383 (TTY)

As posted on our parent board we are a gang free zone and will call 911 in an emergency. Poison control # is 800 764 7661.

EMERGENCY PREPAREDNESS PLAN

Evacuation plans are posted in each room indicating the location for the agreed upon meeting place to go to in the event of a fire or bad weather. If it is necessary, that we have to leave the building we will go to the parking lot at 5849 Hillcrest Rd. or Preston Ridge Church offices. The situation for alternative shelter will dictate which location we would choose.

Emergency Preparedness Plan Protocol

1). Evacuation: In the event of an emergency that would require evacuation from the building and/or to an alternate shelter the staff of Kidz World's primary responsibility is the safety of the children. To move the children to a designated spot or alternate shelter known to all employees, caregivers, and volunteers. Knowing the number of children in their care at all times and keeping them safe and as calm as possible.

Parents have the director's mobile phone number of 214-793-7008 for use in case of emergencies.

Evacuation Plans are posted in each room indicating where to go in case of fire or bad weather. Our onsite evacuation safe area is in the area by the portable church office and youth ministry buildings. The classes will utilize the parking lot to walk to the portable buildings.

First aid backpacks from each classroom will be taken to the evacuation safe area. The backpacks contain classroom emergency contact information, allergy, and food action plan if applicable, an authorized person's pick-up list for each child for the purpose of reunifying them with their families. The backpack also contains a flashlight, bottled water, band aids, and snacks to be used as needed. Children will be under the supervision of teachers and management team members. Diapers will be changed, and potty breaks given as needed. Parents will be contacted when the emergency is over and will pick up children at the comminuted location.

Non ambulatory or children with special needs will be transported by being carried or the use of our little wagon if needed. Enrollment for our center is age 18 mos. and older and the children are considered to be "walkers."

The staff regularly practices intruder/threat, fire and bad weather drills according to licensing standards and regulations. The director will call 911. In the event of absenteeism, the co-assistant directors will call 911. The director will gather all sign in/out manuals, laptop for attendance purposes. The director will check the building used for preschool operations (classrooms, bathrooms and sanctuary.) Then proceed to the evacuation safe area.

In the event of a fire drill or actual evacuation all staff will report by holding up a green sign that all the children from their classrooms are at the evacuation safe area or with a red sign that they require assistance accounting for their children. Kidz World Preschool practices Fire Drills, Bad Weather Drills and School Security Drills with all enrolled students.

Use of the Director and/or Curriculum Directors' mobile phones will be used to call local authorities (such as fire, law enforcement, emergency medical services, health department), parents and licensing. Staff members will bring their mobile phones with them upon evacuation of the building along with their first aid backpacks.

The director will report the evacuation to the licensing department at 469-229-6911 and/or the Dallas licensing intake line at 1-800-582-6036.

Communicable Disease Outbreak

Parents and staff will be notified in writing (Facebook groups and classroom email) within 48 hours of becoming aware of a child in our care or an employee who has contracted a communicable disease. You will also be notified in writing (Facebook Groups and classroom email) within 48 hours of any outbreak of lice or infestation in the group.

Human-Caused Events Intruder(s)

Doors will be locked between 8 a.m. and 4:30 PM every day. In the event of an intruder with a weapon or who is showing signs of or acting in a threatening manner we will notify each classroom and go in lockdown – locking the interior classroom doors. Children will be brought inside from the playground during a lockdown. They will either gain entry through the main door, alternated class of

classroom or go directly to the detached office building using their key card. We will use the procedures outlined regarding reunification of the children with their parents etc.,

Explosion:

911 will be called and the evacuation to the safe area procedures will be followed as noted in the Evacuation section above.

Chemical Spill:

Children will be removed from the area. We would notify the Director of Operations Manager for Preston Ridge Church. MSDS sheets can be obtained from 3E at 1-800-360-3220. Poison control could be called 1-800-222-1222.

Child daycare operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Providers Guide to Parent’s Rights as supplied by Texas Health and Human Services

Provider’s Guide to Parent’s Rights

Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility’s publicly accessible records;
- Review the child-care facility’s written records concerning the parent’s or guardian’s child;
- Receive inspection reports and information about how to access the child care facility’s online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility’s local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
 - Video recordings of the alleged incident are available;
 - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
 - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility’s policies and procedures handbook;
- Review the facility’s staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

Required Notifications

- The child care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- The child care facility must provide a parent or guardian with a written copy of the rights no later than the child’s first day at the facility.

Helpful Tips

Since a parent may perceive an action taken by a child care facility as retaliatory, keep in mind:

- Documentation is essential in supporting your actions; and
- Follow the suspension and expulsion policy outlined in your operational policies and update your policy, if needed.



A copy of this handbook is located in your classroom’s private Facebook group attached files. It is also located in the READ ALL DOCUMENTS section for online registration. Additional paper copies will be available upon request in print or provided in a PDF.