

# Rules and Policy Handbook

## KIDS UNIVERSITY

### LEARNING CENTER

205 S.MAIN STREET

SUITE 16-01

RED OAK, TX 75154

(469) 552-6465

[Kidsuniversity3@gmail.com](mailto:Kidsuniversity3@gmail.com)

The following policies are effective December 1, 2023

Kids University welcomes children ages 6 weeks thru 12 years. Kids University's goal is to ensure a consistent, high-quality program for each child in the center. As your child's caregiver, we aim to provide opportunities for the development of a positive self-concept through successful experiences and acceptance of individual differences.

These rules and policies were developed to help us maintain a quality program.

Kids University cares for children year-round. Our annual registration fee is \$100.00 for the first child in a family and \$50.00 for each additional child. This fee will be added to your account upon registration and again on September 1<sup>st</sup> of each year. This fee covers the cost of supplemental insurance, curriculum costs, and many classroom supplies. This is a non-refundable fee. There may be added fees for some activities throughout the year. Notice of such fees will be sent to parents and payment arrangements will be established. A school supply list will be sent home in August with a few items for parents to purchase for their child/class to use for the school year.

Kids University carries liability insurance on each child enrolled at the center. A copy of the policy is at the center and parents may request to see proof at any time.

Kids University has a copy of the minimum standards set forth by the state of Texas and a copy of the most recent licensing inspection report that may be reviewed by parents at any time. It is our goal to maintain a quality childcare facility for both you and your child. Please know that if you see any non-compliance you may contact the director or contact the local licensing office. The nearest child care licensing office is located at : 8700 North Stemmons Freeway, Suite 104, Dallas, TX 75247. You may contact them by phone at: 214-583-4253 or 800-582-6036. The website for childcare licensing is [https://www.dfps.state.tx.us/child\\_care/](https://www.dfps.state.tx.us/child_care/) The latest issue of Minimum Standards can be accessed through this website.

All inspections performed at this facility may be reviewed by the parent upon request. Kids University is located in a "Gang Free Zone".

Parents who wish to discuss any questions or concerns regarding these policies and procedures may schedule a time to meet with the Director.

### TUITION FEE AND PAYMENT

The director has informed you of your weekly tuition. All tuition is due on Monday and must be paid in full for the week in advance. Payments may be made weekly, bi-weekly, or monthly. Payments become late on Tuesday at noon and a \$25 late fee will be added to all accounts with a balance due. The director reserves the right to deactivate any accounts that still have a balance due

on Wednesday, resulting in the un-enrollment of children on the account. For accounts that are frequently late, the director reserves the right to require that all payments be made on Monday by noon to remain enrolled.

Kids University accepts payments in the form of cash, check, ACH (automatic withdrawal), credit card, and money order. There is a .75 cent fee for each ACH transaction and a 2.75% fee charged for each credit card transaction.

There will be a \$28.00 fee charged for all NSF checks, declined ACH payments, or declined credit card transactions. If any of these occur, the director reserves the right to require you to submit all future payments by cash or money order.

In the event a parent chooses to withdraw their child from care, there will be no refund of tuition paid.

Registration fees are required in advance to secure a child's position in our program. If a parent decides not to enroll their child, there will be no refund of this fee.

If a parent enrolls their child at the center and later becomes eligible for CCS, there will be no refund of tuition paid during the eligible period. A credit will remain on the family account that can be used for parent share costs or for future optional activities not included in tuition.

Monthly parent share fees are due at the beginning of each month for families receiving childcare payment assistance through CCS. Failure to pay by noon on the first Tuesday of the month will result in a \$25 late fee. Failure to pay by the end of that week will result in account deactivation.

### **OPERATIONAL HOURS, HOLIDAYS, AND VACATIONS**

Kids University opens at 6:00am and closes promptly at 6:00pm Monday thru Friday.

Please be courteous and call the center if you know you're going to be late. If possible, try to contact someone on your pick-up list if you think you may be running late to avoid late pick up. There is a fee of \$10 per child for pick up between 6:01-6:05. Beginning at 6:06pm, the fee is \$2 per minute per child. This fee is due in cash to the employee remaining after hours to care for your child/children. The fee is due at the time of pick up or the following business day. You may pay the employee directly or put it in an envelope with the employee's name on it and place in the box marked "Mail" on the wall by the reception desk. Failure to pay the fee can result in your child being unable to attend until the fee is paid.

Please note that all Kids University employees are hourly. No employee is paid by the center after 6pm. The late pick-up fee pays the employee for their time spent caring for children after their scheduled shift has ended. Most employees have families and commitments after working hours. When an employee must stay at the center after closing, they may be late for scheduled commitments of their own like picking up their children, their child's practice or game, or being on time to a second job. It is important that employees are compensated for their time and any impact to their personal lives that result from staying after hours.

Kids University is closed for several holidays throughout the year. These include New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. If a holiday falls on a weekend, there will be a weekday designated to observe the holiday. Due to the fixed costs averaged over the calendar year, there is no reduction in tuition for these holidays. Tuition charges for the holidays will be charged as though the children were present. We make no exceptions to this policy.

There may be times when Kids University must close unexpectedly due to unforeseen circumstances such as power outage, lack of running water, inclement weather, etc. Tuition costs remain the same and are still due during these unscheduled closings.

Due to staff requirements that must be maintained, there will be no reduction in tuition for days your child is absent due to illness or absence of any reason.

Once your child is enrolled at Kids University for one full year without withdrawing for any period, your child will become eligible for one week vacation with prior notification to the director. The director reserves the right to deny vacation requests on accounts that are frequently overdue.

### **ENROLLMENT/WITHDRAWAL**

All enrollment papers, including health statement and immunizations, must be completed and returned before a child may attend.

Parents must complete a change form to add or update any information throughout the year. This includes changes in phone numbers, addresses, people authorized to pick-up, emergency contacts, etc. These forms are located on the wall at the reception area. Completed forms can be put in an envelope and placed in the basket on the wall next to the director's office.

New enrollment documents may be sent out at the time of re-registration (September 1<sup>st</sup>). Parents are responsible for completing and returning the forms in a timely manner so the center can update any new information.

Any documents sent home throughout the year must be completed and returned in a timely manner to remain enrolled.

A two-week written notice is required when parent's wish to withdraw their child from care. This can be hand delivered to one of the directors or sent in an email to [kidsuniversity3@gmail.com](mailto:kidsuniversity3@gmail.com).

### **POLICY CHANGE PROCEDURES**

Parents will be notified of any policy procedure changes in writing in the form of a letter. Letters will be attached to each child's cubby, sent via email, and/or sent through Procure. Parents must sign the agreement of policy change for their child to remain enrolled. Your director will be available to explain any changes you may have questions about. Kids University's policy is always available for review on our website [kidsuniversityredoaktx.com](http://kidsuniversityredoaktx.com). Kids University reviews it's policies annually and makes changes when needed.

### **YEAR END TAX STATEMENTS**

A tax statement will be provided to all families in January of each year. This statement will be sent electronically to the email address we have on file for each parent. This information can also be accessed online at [myprocure.com](http://myprocure.com) using your login information for the Procure app. (This information is not available in the app.)

### **EMERGENCY TRANSPORTATION**

All children enrolled at Kids University must have a signed and completed Transportation form on file. These forms are required to transport children in emergencies, on field trips, and to/from school. The forms will be used to contact parents in the event of an emergency requiring us to transport children to the evacuation location. The evacuation location for Kids University is First Baptist Church of Red Oak 320 E. Ovilla Rd.

## **FIELD TRIPS**

Those children attending kindergarten and up will take field trips during the summer and occasionally during school breaks. Notification will be given 48 hours in advance of each field trip. There is a \$125 activity fee due prior to summer enrollment that covers the cost of all scheduled field trips and activities for the summer program. There are some field trips that will require children to arrive earlier than the normal drop-off deadline. Failure to drop off a child by the required time could result in them not being able to attend the field trip. At no time will parents be allowed to drop children off or pick them up at a field trip location. Families receiving CCS assistance will have the option of paying for each field trip that they would like their child to attend.

## **SCHOOL TRANSPORTATION**

Kids University does provide transportation to and from some local schools. Parents will list the school information on the Transportation form.

For those needing care in the morning and transportation to school, there will be a deadline given for drop off each morning. Children will not be allowed to be dropped off at the center after this time. Children will not be allowed to be dropped off as the driver is walking children out of the building and/or loading them on the vans.

If your child must eat breakfast before school, please be sure to send breakfast with them and arrive in time for them to complete breakfast prior to leaving. Children are not permitted to eat or drink on the vans.

When children arrive after school they will unload and be escorted inside to their classroom. During this time, someone will be signing the children in to Procure. Parents may pick up their children and sign them out after they have arrived in their classroom and have been signed in by staff.

On early release days, Kids University will pick up children from school. Parents must provide a sack lunch for their children on these days unless the school serves them lunch prior to dismissal. Kids University will not provide lunch to school age children on early release days. There is a \$10 additional fee for pick-up on early release days.

Parents must always notify us by phone or in person if their child will not need to be picked up from school in the afternoon. We will always assume we are picking up unless we are notified. When you call your child's school to notify them, please call Kid's University too.

## **EMERGENCY PREPAREDNESS PLANS AND PROCEDURES**

Our goal at Kids University is to provide excellent childcare in a safe environment. The Staff of Kids University are trained to handle different types of emergency situations that have the potential of affecting the center at any time. Such situations may include, but are not limited to: fire, flooding, severe weather, lock down, or loss of utilities. It is the Director's position to determine with good judgment to evacuate the childcare center or shelter in place. There is a detailed copy of all emergency plans and procedures available for review upon request. These are located inside each classroom near the entry door, in the office, and on the bulletin board in the main hallway. The staff and children at Kids University practice fire drills monthly and shelter/lock down drills once every three months to ensure an easy process if plans ever must be executed.

## **PROCEDURE FOR HANDLING A MEDICAL EMERGENCY**

Upon enrollment, parents must complete the Emergency Medical Release form located with

the Transportation Permission. The Emergency Medical Release contains important information that will allow the parent to consent Kids University permission to seek medical care in the event of an accident or injury. You must provide an emergency contact, physician, and hospital along with addresses and phone numbers for each. It is the Director's responsibility to contact the parent or emergency contact and determine with good judgment whether emergency personnel or physician needs to be contacted to aid child or children. An incident report will be filled out by the teacher, signed by the director, and then signed by the parent and returned to the front office.

### **WATER PLAY AND SWIM PLAY**

During the summer months, those children that have completed kindergarten and up will attend field trips at the Optimist pool in Waxahachie. Parents must initial the swim permission located in the enrollment packet for their child to participate in this activity. The children will be supervised by certified lifeguards as well as staff members. Staff members will be in the pool with the children and posted in strategic areas around the pool to assist the children as well as ensure a safe and fun time. Parents must sign a form stating whether or not their child can swim. For children who cannot swim, parents must provide a Type I, II, or III Coast Guard Approved Life jacket that properly fits their child. Please speak with the director on any concerns you may have about this activity.

All children may participate in water play activities occasionally which could include water tables, shallow buckets of water, or outside water play with sprinklers. Permission must be signed upon enrollment for children to participate in these activities.

### **INDOOR AND OUTDOOR PHYSICAL ACTIVITY**

Plenty of fun physical activity is important to children's development and well-being. Physical activity ensures that children have opportunities to reach important milestones, build muscle, and increase stamina. Each child 12 months and up participates in a minimum of 60 minutes of physical activity daily. Each child 3 years of age or older will participate in a minimum of 90 minutes of physical activity daily. The physical activity minimums are achieved during scheduled outside times and scheduled indoor activities. Indoor activities to promote physical activity include dancing, active games, exercise, and other fun group activities. In the event of extreme weather when outside play is not possible, additional indoor physical activities will be provided.

It is important that children wear comfortable clothing and footwear daily that allow free movement and do not prevent a safety hazard while participating in physical activities. **All shoes must be close toed--no flip flops or sandals are permitted.**

Outside play is very important for children's development. For this reason, we ensure children get adequate outside time twice daily. During outside play children are enjoying the fresh air, soaking up vitamin D from the sun, developing large muscle skills, using their imaginations, and socializing with friends. It is important that parents dress children appropriately for the weather daily and provide outerwear that they feel is adequate in colder temperatures.

Conditions that would prevent or limit outside play: thunder or lightening in the vicinity, currently raining or snowing, extremely low temperature, air quality warning, or extremely high temperature.

Winter Weather: If temperatures are too low or there is a significant wind chill, we may limit outside time or eliminate it altogether. There is no specific temperature cutoff; however, typically at or around 40 degrees is comfortable enough for children to be comfortable running around and playing. The director and/or assistant director make the decision based on the weather information provided by news stations and by walking out to the playground ourselves to judge the conditions. Please be sure to dress your child in outerwear appropriate for the weather each day. There are days when the temperature is much different in the morning than it is in the afternoon so it may be

necessary to have a coat for the morning and a lighter jacket for the afternoon. You are welcome to send a hat and gloves for extra protection from the cold and wind on cooler days. If you prefer that your child wear a light jacket under their coat on a specific day for a little extra warmth, just let their teacher know.

Summer weather: If temperatures are too high or there is an air quality alert, we may limit outside time or eliminate it altogether. There is no specific temperature cutoff. The director and/or assistant director make the decision based on the weather information provided by news stations and by walking out to the playground ourselves to judge the conditions. All children are given water immediately upon returning inside from the playground to ensure they are hydrated. On very hot days, water will be taken outside for children to drink as needed. It is required that parents send a water cup or water bottle daily for children to have access to water all day.

### **PICK UP AND DROP OFF PROCEDURE**

Children will be released to parents unless otherwise stated on the pick-up list included in the enrollment form. All persons picking up a child for the first time must show proof of identification (picture I.D. such as a driver's license). You may add or take people off your pick-up list at any time. In the event a person you are sending is not on your pick-up list, you may phone the director and that person may pick you child up for that day only. You may want to add them to your list, but you must do so in person. When phoning a person in that is not on your list, you may be asked your driver's license number to verify that it is indeed you on the phone.

Any person picking up or dropping off will be responsible for signing the child/children in and out each day via Procure. Parents can sign in/out with their QR Code reader within the app or with their assigned 4-digit pin. All other pick-up persons will use their assigned 4-digit pin for signing in/out. Pin numbers cannot be shared and must only be used by the person the number is assigned. Parents can access all pin numbers through the Procure app.

**Upon drop-off of every child, the parent must leave their child in the care of a teacher. Children cannot be dropped off at the front door and allowed to walk to their classroom unsupervised.** Children cannot be dropped off in their classroom or any other classroom without a teacher present. During pick-up, it is important to make sure your child's teacher sees you and is aware they are leaving. Your cooperation will help ensure the safety of your child and it is required by the state of Texas Minimum Standards. Parents failing to meet this requirement may be asked to find alternative care.

**Children must be dropped off daily by 9am.** This ensures that every child can participate in class activities, playtime, snacks, and meals. It also reduces disruption to class activities, lessons, meals, or rest time caused by late arrivals. Children arriving late with a doctor or dentist note will be admitted. Children who participate in a scheduled therapy or school program will also be admitted. Other reasons for late admittance may be **pre-approved** by the Director or Assistant Director on a case-by-case basis. The door will be locked at 9am daily and anyone arriving at 9:01 or later will not be admitted without the previously mentioned documentation.

**Parents must call before 9am to notify the director or assistant director that their child will be arriving late due to an appointment.** We take a count of students in each class at 9am daily and prepare enough food for those students. Calling ahead lets us know to count your child in for lunch. Occasionally we must rearrange children and teachers due to staffing. If we know your child will be arriving late, we can include them in our arrangements. If you do not call ahead, it is possible that when you arrive, we will not have space available for your child.

Conversations with teachers are allowed at drop-off and pick-up but must be kept brief to allow the teacher to continue to properly supervise the classroom and avoid disruption to the classroom.

Any person entering the building to pick-up or drop off a child must be free from distraction. This includes the use of cell phones. Parents seen entering the building engaged in a phone conversation may be asked to exit the building and complete the phone call prior to dropping off or picking up their child. It is important that children have their parent or other caregiver's full attention at time of drop-off or pick-up to ensure a smooth transition for the child. It is also important that a child's teacher or the director be able to communicate with parents regarding the child or to relay important information relating to the center.

If a child injured themselves at home and the child appears to be in pain, limping, not using an arm correctly, or any other signs of a potentially serious injury; parents must seek medical treatment and obtain a doctor's note prior to returning to Kids University. If parents bring a possible injury to the attention of a teacher or if a teacher or other staff notices any signs that a child has an injury, the child will be sent home and not allowed to return without a doctor's note. A doctor's note must state the child has been evaluated and is able to participate without restriction. If restrictions are needed, they must be included in the doctor's note.

#### **INSTRUCTIONS FOR ENTERING THE BUILDING WITH SECURED DOOR SYSTEM**

Each family will be allowed two persons with assigned door entry pins. The pin number must only be used by the person it is assigned to. **Sharing of pin number with a spouse, child, parent, family friend, etc. will result in a 2-week probation period after the first event and permanent loss of door access on a second event. Allowing others to enter the building when you are coming in or walking out will have the same results** The keypad entry system is only available to authorized parents or frequent pick-up persons between 6am-9am and 2pm-6pm daily.

The doorbell must be used by anyone who does not have access to the keypad entry system or for persons entering the building between 9 and 2 daily. Staff members are alerted when someone rings the doorbell and can either manually or remotely disengage the locked bar for entry.

#### **CLOSINGS DUE TO BAD WEATHER/LOSS OF UTILITIES**

There will be times that Kids University must close due to unforeseen circumstances. The decision to close early, open late, or close completely will be made with the safety of children and staff in mind.

When inclement weather is predicted, the director and assistant director will monitor the weather closely. The concern during inclement weather is unsafe road conditions. If the director and assistant director conclude that road conditions could be hazardous, the decision to close early, open late, or close completely will be made. We will follow any decisions made by Red Oak ISD regarding closing for the day or opening late on their regular school days.

If electricity or water are not available for a prolonged period, Kids University will have to close. We cannot operate and provide a safe environment for children without utilities.

Tuition is still due in full when Kids University must close due to unforeseen circumstances. There will be no discount given on these days.

Closings and delays will be announced on Procure and on fox4news.com.

### **ILLNESS AND MEDICATION POLICY**

Kids University is not licensed as a sick care facility. Children who show signs of illness must not be brought to the center. We do not have the facilities or the specialized staff to care for sick children. If your child will be absent due to illness, please call the center to let us know.

A child who becomes ill while in attendance must be picked up immediately. Please plan for this occasion and have a back-up person available if you cannot get here quickly. No sick child may remain at the center more than 1 hour past the time a phone call was made to a parent. We do not have a way to separate sick children from their class. The longer a sick child is here, the more likely they are to spread sickness to other children.

Children with a temperature of 100 degrees and above will be sent home and will not be permitted to attend the following day. The child will not be able to return until they have been fever-free for a minimum of 24 hours without the aid of medication. If a child is sent home with a fever of 101 or higher, they must have a doctor's note specifying a date they are able to return to care. Without a doctor's note they will not be able to return for a minimum of 3 full days, not including the day sent home. Any child sent home with fever will not be permitted to attend Kids University the following day, even with a doctor's note.

Children who experience diarrhea or vomiting while at the center will be sent home and will not be permitted to attend the following day, even if no fever is present.

Parents will be notified if their child has been exposed to any communicable disease. Parents are responsible for notifying the director if their child has a communicable disease or has been exposed to any communicable diseases. Any child with such diseases must be removed from the center and a "return to school/daycare" note from a physician must accompany the child upon their return.

Prescription medications given at Kids University must be in original prescription packaging indicating the child's name, date, type of medication, and the dosage amount. Any over the counter medications must be within the expiration date and have the dosage amount for the child's age. If the medication does not specify dosage instructions for the child, a doctor's note specifying this information will be required. All medications given at Kids University require a form completed and signed by the parent. This form is available upon request.

Kids University has a "no nit" policy in the event of a child having head lice. This means that any child having head lice or nits in their hair will be excluded from attendance until all nits and lice are removed from the child's head and hair.

Kids University is unable to include children requiring special care in our regular program without prior consultation and written approval of a qualified specialist in the field of medicine, psychology, or special education. Written approval may be required by all of the previous mentioned. Accommodations will be made to the best of our capabilities for children with special developmental or medical needs.

### **COVID POLICY**

If a child in the center tests positive for COVID, they must quarantine for 5 days from the date of the positive test. All families will be notified of the positive COVID case through Procure.

All cases of COVID reported to us will be reported to the health department and Child Care Licensing. If at any time we report a positive COVID case and are REQUIRED by the health department or Child Care Licensing to quarantine in a way that is different from our policy, we must follow those requirements.

### TESTING, SCREENING, AND IMMUNIZATIONS

Kids University requires a vision and hearing screening to be on file for all students four years and up and not attending public school. This hearing and vision screening must be performed by a trained and certified person. Parents will be required to provide this documentation for children who are 4 years old as of September 1 of the current year. This documentation must be provided by the middle of December of the current year to remain enrolled.

All children enrolling in Kids University must show proof of current immunization records. Each time a new immunization is received, an updated immunization record needs to be provided. These records must be validated (signed or stamped) by the physician's office. Children in Pre-K or higher who are enrolled in a public school do not need to provide proof of immunizations; however, parents do need to provide the name and address of the school the child/children are enrolled.

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	Diphtheria/Tetanus/Pertussis (DTaP)	Polio	Hepatitis B (HepB)1	Haemophilus influenzae type b (Hib)2	Pneumococcal conjugate vaccine (PCV)3	Measles, Mumps, & Rubella (MMR)1,4	Varicella1,4,5	Hepatitis A (HepA)1,4
0 through 2 months								
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose			
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses			
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses	3 Doses			
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	1 Dose
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	2 Doses

## **BREASTFEEDING**

Parents have the right to breastfeed or provide breastmilk to their infants while in our care. Upon request, Kids University will provide a comfortable place with an adult sized seat in order for a mother to breast feed their infant while in our care.

## **COMPLAINT PROCEDURE**

Parents wishing to make complaint of a staff member or the facility in general, are to go directly to the director. Complaints are not to be made to staff members or other enrolled families. The director will review all sides of a complaint and a fair decision will be made based on all evidence.

Kids University aims to have a program that is deemed satisfactory to all. This is not always possible. If a parent is unhappy with the decisions of the director or the facility in general, your family may be asked to leave. It is possible there is another center in the area that would better meet your family's needs.

## **NUTRITION AND REST PERIOD**

Kids University does not offer breakfast at this time. Children may bring breakfast from home, but breakfast must be brought fully prepared. Teachers are not able to leave the classroom to prepare or heat a child's breakfast. Breakfast is from 6:00am until 8:00am.

Kids University serves two snacks and one nutritious lunch each day. Lunch is served daily at 11:00am. Since we serve "kid friendly" meals and your tuition covers the cost of lunch, we discourage any lunches from home. There will be no adjustments in tuition for those choosing to bring a lunch from home.

Parents must send a balanced meal if choosing to send a lunch from home. A lunch consisting of snack foods will not be allowed. Any lunch brought from home must contain a whole grain, protein, dairy, fruit, and vegetable. This lunch will need to be fully prepared and able to serve to the child without heating. Only milk or water is permitted in a lunch brought from home. The addendum attached to this policy must be read and signed for Kids U staff to serve a lunch or snack provided by the parent.

Arrangements must be made with the director or assistant director if you would like to provide a special snack for a birthday or special occasion.

Our infant classroom is a nut, egg, and shellfish free classroom. Our toddler classroom is a nut free classroom.

Following lunch, a nap/rest period is provided. A sanitized mat will be provided for all children. Parents will need to provide a small blanket with the child's name clearly marked on it. Blankets must be taken home weekly for laundering.

## **POTTY TRAINING**

Potty-training typically begins between 18 months and 2 years of age. It is important that parents work together with teachers to ensure children are potty-trained prior to the age of 3. Our 3- and 4-year-old classrooms are not equipped for diaper changing and have a higher child-teacher ratio, making it very difficult for the teacher to handle soiled diapers and properly supervise the classroom. Kids University reserves the right to withdraw any child who is not fully potty-trained at the age of 3 years or to deny enrollment to anyone wishing to enroll a child not yet potty-trained by

the age of 3 years.

### **GENERAL INFORMATION**

All children should bring a complete change of clothes to keep in their cubby. All clothing must be clearly marked with the child's name. Infant children and potty-training children will need 3 or more outfits.

We ask that no toys or stuffed animals be brought into the center. Your child's teacher may choose to have a special "show and tell" day when your child may bring a toy. Your child's teacher will send a note home on those days or will post it on a parent bulletin board in the classroom. Kids University will not be responsible for lost, stolen, or broken toys.

A blanket for nap should be brought each week for all one through five-year-old children. The blanket should be clearly marked with the child's name to avoid mix-ups. Blankets should be taken home on Friday's to be washed.

All children should bring a water bottle or cup daily to be used throughout the day. This ensures all children always have access to water, not just at scheduled meals. Water bottles or cups should be clearly marked with the child's first and last name.

Kids University is an open-door facility. Parents may visit the center at any time. Parents are also invited to attend any of our annual events for special occasions such as Mother's Day, Father's Day, Grandparent's Day, and Pre-K Graduation. For some class parties, sign up sheets will be available for parents to volunteer. Parent volunteers are not permitted to use computers, tablets, or cell phones in the classrooms. Phone calls will need to be taken out of the classroom.

Screen time at Kids University is limited. Children will not be permitted to use any devices such as phones, tablets, or handheld video games while in attendance.

We strive to offer children a variety of learning opportunities daily in every classroom. Our curriculum is designed to help children meet or exceed developmental milestones.

Parent survey's will be sent home annually to be completed by all families. These surveys are used to evaluate our program and make improvements where needed. The survey forms are available anytime for parents to note any concerns or positive feedback they would like to share with us. These can be done confidentially or parents can leave identifying information for the director to follow up with a phone call or conference. The survey forms are located on the wall by the reception area. Surveys can be put in an envelope and placed in the basket on the wall outside of the director's office.

### **ABUSE/NEGLECT**

The staff members of Kids University are required to attend annual training on how to report child abuse and neglect. Child abuse and neglect can be reported to the Department of Family Protective Services (DFPS). DFPS can be contacted by their website: [dfps.state.tx.us](http://dfps.state.tx.us) or by phone: 1 800-252-5400. Abuse and Neglect can also be reported online at: <https://www.txabusehotline.org/>

The following situations *in and of themselves* do not meet the legal definitions of abuse or neglect. However, in combination with other factors, some of them might be warning signs:

- Parent is regularly or habitually late picking the child up from school or day care.
- Lack of immunizations or other "preventive" care.
- School-age child is home alone after school assuming the child is physically and mentally capable of caring for him or herself.

- Sexual behavior or exploration between children that is appropriate for the developmental age of the children where no force or threats are involved **and** the age difference between the children is within 2 years.
- Lice infestations with no significant physical impact on the child, even when infestations are recurrent.
- A homeless family living in a car or tent, but there is no negative effect on the health of the child.
- Teen says he or she was “kicked out of the house”, but has not made an attempt to return home.
- Reasonable discipline that does not result in substantial harm or genuine threat of harm.
- Yelling or cursing at a child with no known significant effect on the child's functioning.
- Accidents, even when they result in injury.

Child abuse and neglect result from the interaction of a number of individual, family, societal, and environmental factors. Child abuse and neglect are not inevitable—safe, stable and nurturing relationships and environments are key for prevention. Preventing child abuse and neglect can also prevent other forms of violence, as various types of violence are interrelated and share many risk and protective factors, consequences, and effective prevention tactics. Using a public health approach, we can prevent child maltreatment before it starts.

### **DISCIPLINE**

Kids University makes every effort to provide a positive atmosphere of activity and learning. Positive re-enforcement is used to encourage appropriate behavior in children. When necessary, “time out” is used. The length of “time out” depends on the age of the child. General rule is one minute for every year old the child is. This is our only means of discipline. The use of physical punishment is never used.

Teachers will report concerns regarding a child’s inappropriate behavior to parents verbally or with a behavior report that is signed by the teacher, director, and the parent. The director will speak with parents when inappropriate behavior is frequent or excessive. It may be necessary to have a child removed from the center for the remainder of the day or week due to inappropriate behavior. Multiple behavior reports and/or calls to parents to pick up children for inappropriate behavior will result in the child being permanently removed from the center. There are instances when a child may be removed from the center suddenly and permanently due to a single behavior event that causes injury to another child or teacher, or that puts the child or other children’s safety at risk.

Appropriate parent behavior is also necessary. It is never the parents’ place to verbally or physically miss-use another parent, teacher, director, or child at this center. This includes reprimanding a child who is not your own or confronting their parent to talk with them about something their child has done. In the event this happens, both the parent and their child/children will be escorted off the premises and will not be allowed to return.

### **BITING POLICY**

#### **FOR TODDLERS (UNDER 3 YEARS)**

Biting is, unfortunately, an expected behavior for many toddlers. Most toddlers communicate through their actions while they are still learning how to express themselves verbally. They are also still working on appropriate social skills. Even though biting is a behavior that is developmentally expected, there are strong emotions felt by all parties involved when biting occurs.

When a child bites, it is our goal to help identify what may have caused the behavior, in an

effort to prevent future biting. Some reasons a toddler may bite include: anger, frustration, sadness, excitement, not feeling well, teething, recent changes at home, etc. We keep record of bites that occur in an attempt to determine if there is any pattern to biting. Sometimes we are able to pinpoint a specific pattern or reason for the biting that aids us in preventing future bites, but not always. When we are able to see signs that a child is getting frustrated or there is an altercation going on between two children, we can sometimes intervene in time to prevent a bite from happening. Unfortunately, many bites happen so suddenly and without warning that we just cannot prevent them.

When a child is bitten, they are immediately comforted and given first aid if needed. If the skin is broken, the bite is cleaned and is covered with a bandage. Incident report forms are used to document the bite and for notification to parents. Parents of the child who bit will be notified as well. Names of the children are not shared with either parent.

When a child bites 2 or more times in a day, parents may be notified to pick-up their child for the remainder of the day and possibly be asked to keep the child home the next day as well. A child that gets into a pattern of biting daily may be asked not to return for 2 to 3 business days. The suspected cause for biting, location of bites, and severity of bites are some of the factors used to determine appropriate action that needs to be taken for repeat biters. There are occasions when it becomes necessary to remove a toddler from care due to frequent or severe biting, although this is rare. Bites that occur on the face or that break skin and cause a child to bleed are uncommon. These types of bites occurring more than once are likely to result in a child being removed from care.

#### FOR CHILDREN THREE AND OLDER

Biting over the age of three years is not as common since these children have more developed verbal and social skills than toddlers. If a child over three years develops a habit of biting and we are unable to find a solution to prevent it from happening, it is likely that the child would be removed from care.

If a child over the age of three years bites hard enough to break skin or bites a child on the face, parents will be asked to make other childcare arrangements.

The director of Kids University reserves the right to adjust the above biting policy to meet the needs of an individual child when necessary due to their level of development, a major life event, or any situation that is not typical and may be contributing to the biting. An individualized plan may be implemented with the goal of resolving the biting incidents without removal from Kids University.

#### CONCLUSION

To help you evaluate your child's progress at the center, parent/teacher conferences may be arranged. Your director is available should you have any questions. We are looking forward to serving you and your family for your childcare needs and hope it is a pleasant experience for you and your family.

Upon signing the following, you are agreeing to the rules and policies of Kids University. You also understand and agree to always abide by the rules and policies. The rules and policies may not be all inclusive and may change upon written amendment at any time. Retain these rules and policies for your records and return the signed statement below.

# RULES AND POLICY ACKNOWLEDGMENT

*The below signed person agrees that they have read the rules and policies of Kids University located on our website: [kidsuniversity3@gmail.com](mailto:kidsuniversity3@gmail.com) By signing below, you fully understand and agree to follow the rules and policies set forth by Kids University. You also understand that the rules and policies may not be all inclusive and may be amended upon written notice. Latest policy update December 1, 2023.*

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director Signature**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date**

**POLICY ADDENDUM REGARDING PARENT PROVIDED MEALS OR SNACKS**

Effective 12/1/2023

Kids University is responsible for meeting the nutritional requirements for children in care. If a parent chooses to send lunch or snack items for their child, Kids University cannot properly ensure that the nutritional requirements for that child are being met. Parent's must sign the acknowledgement below if their child will at any time while enrolled at this center, be provided a lunch or snack by the parent. Parents can view sample menu items and understand more about the nutrition requirements for their child's age by visiting [www.fns.usda.gov/tn/myplate](http://www.fns.usda.gov/tn/myplate).

I, \_\_\_\_\_, the parent of  
\_\_\_\_\_, acknowledge that I am  
responsible for meeting the required nutritional requirements for my child if I choose to provide a  
lunch or snack in place of the lunch or snack provided by Kids University. I acknowledge that I must  
provide my child with whole grains, protein, dairy, vegetable, and fruit items for each lunch I provide.  
I acknowledge that I must provide my child with whole grains, protein, dairy, vegetable, and/or fruit  
items for each snack I provide. I acknowledge that the only beverages that I can send with my child  
for lunch or snack are milk or water. If I choose not to send milk or water, milk will be provided to  
my child for lunch and water will be provided to my child for snacks. I acknowledge that all meals  
provided must be brought fully prepared.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_