



KIDS IN ACTION
EST. 1988

Parent Handbook

2018-2019

MISSION

Kids in Action has been building happy, healthy, and confident kids in the Kingwood area since 1988. Kids in Action classes and programs create an environment that fosters learning and creativity. We strive to create a safe, nurturing and developmentally appropriate environment which fosters individual needs. We believe in empowering children by offering them opportunities to make decisions and solve problems. By offering engaging and active curriculums and lessons, it is our aspiration that each child will develop a positive outlook towards life, a better appreciation of the world around them and acquire a lifelong love for learning.

TEXAS STATE LICENSING

Kids in Action, Inc. is a Texas State Licensed Child Care Program. A copy of the Minimum Standards is available for review in the front office. If you should need to contact the Texas Department of Family and Protective Services to report a complaint against the facility or to view the facility's most recent licensing report, you may do so by calling our local licensing office at (713) 940-3009 or go online to www.dfps.state.tx.us. You may also view the latest report in the Kids in Action office, located in the Texas Minimum Standards Binder.

Any policy changes will be communicated to parents in writing.

NON-DISCRIMINATION POLICY

Kids in Action does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

PERSONNEL

Kids in Action Management and Staff are professionals who are dedicated to providing your child the caring and emotional support they require in addition to providing hands-on and developmentally appropriate activities from which he/she can learn best and grow.

The Founder and Co-owner of Kids in Action, Diane Havens, started the company in 1988. She has been teaching kids for over thirty years. Majoring in Education, Diane received her Bachelor of Arts degree from Stephen F. Austin University. Diane travels throughout Texas teaching KIA classes to churches and schools. Along with teaching she loves working birthday parties, guaranteeing each child has the BEST birthday. Diane's excitement for life comes through in her teaching.

The Co-Owner and Director of Kids in Action Child Care, Heather Jensen, the mother of three, holds a Master of Education degree and is actively involved in the day to day operations of the program. Heather has worked extensively in higher education and works in partnership with parents to ensure the happiness, education and safety of each child.

The Assistant Director of Kids in Action is Ashleigh Smith. She is a graduate from the University of Houston, has worked with children for over 10 years, and works directly with the children on a daily basis. Ashleigh creates crafts, games, clubs and activities that help all ages explore their creativity.

Judy Hinckfoot has served as the Kids in Action office manager and bookkeeper for over 15 years. She is the go-to person for any tuition questions, tax information, or any other financial related question.

Kids in Action maintains an open door policy. Every member of the Kids in Action staff enjoys developing relationships with the KIA families. Many are parents themselves and know what it takes to exceed mom and dad's expectations of child care. They encourage you to stop by and visit.

The management and staff qualifications meet all Texas Licensing minimum standards. Each staff member involved with Kids in Action receives ongoing educational courses and training, has completed FBI background checks, and are CPR/First Aid certified. All staff receives yearly training on how to recognize abuse and neglect, including the warning signs and receive training in reporting such. Kids in Action seeks on-going relationships with community leaders to help inform the public about abuse and neglect. Information for parents is also available in the office.

QUESTIONS AND CONCERNS

Anytime a concern or question arises regarding your child and/or the program, parents are more than welcome to contact the KIA Director. If the Director is not accessible at the moment, parents may speak to the assistant director or owner. It's important to the staff at KIA to have ongoing communication with parents in regards to their children. Any changes at home or school can have an impact on children. KIA also encourages parents to participate in the program, go on field trips, extra programs, etc. If you are interested, please see the Director.

ABOUT KIDS IN ACTION PROGRAMS

Kids in Action Academy Pre-School offers:

Individual one-on-one instruction; Small class size; qualified, well-educated teachers, indoor and outdoor play areas, Humble I.S.D. School ready curriculum, including the "Handwriting without Tears" program (four's class), Frog Street Press Curriculum (three's class), Kindermusik: ABC Music, Spanish, Daily fitness/Kids in Action classes, and computer time with 'ABC Mouse'. **Monday – Friday, 8:15am – 2:15pm.** Extended hours available if needed. *All pre-school children must be potty trained.*

Kids in Action Before & After School Program:

Kindergarten through fifth grade. We offer academic assistance and fun, structured activities in a safe and caring environment. The Kids in Action program is a very ACTIVE program. The children rarely sit down, except for homework time. The team members at Kids in Action actively engage the kids in structured games and activities from the moment homework is complete to the time parents pick them up.

Infants, Toddlers and Two's:

Our toddlers and two's participate in the Frog Street Press Curriculum, including circle time, music, art, sign language and many more educational activities. Once a week, they will attend our Kindermusik class as well as our KIA movement education program in the gym. Our infants participate individually with their teachers, developing a strong relationship. The teachers follow each parent's guidelines to make their day smoother. Infants partake in story time, toy time, bubble play, as well as daily walks (when ratio allows) in the stroller. Please see your child's teacher for curriculum and daily activity questions.

ENROLLMENT PROCESS

Before your child can participate in our program, all forms must be completed, signed and processed by our administrative staff. In addition, a non-refundable registration fee will be paid at the time of registration. If pre-registering an infant, toddler or two-year old more than a month in advance, first week of tuition will also be required.

The summer program will be assessed separately for Pre-school and after-school children.

Included in your enrollment packet are the following forms:

- Enrollment information
- Immunization Statement/records*
- Authorized persons for pick-up
- Discipline/Guidance
- Medical Consent
- Policy Agreement
- Release/Liability
- Health Data/Special needs
- Receipt of parent handbook
- Homework contract (If applicable)
- Permissions
- Infant/Toddler packet (if applicable)
- Tuition Agreement

* All immunizations required for the child's age must be completed by the date of admission. Documentation acceptable for immunization records must be validated by a physician or other health care professional with a signature or rubber stamp and include: child's name and birth date, the number of doses and vaccine type the month day and year the child received each vaccination. If your son/daughter is a school-age child, you will write a statement that all immunizations (including and vision/hearing screenings) are current and on file at his/her school. Please visit the Texas Department of Health website to further assist you in this requirement: www.tdh.state.tx.us/immunize.

GENERAL INFORMATION

Arrival and Departure

- Please do not talk on your cell phone while dropping off or picking up our child.
- Per Texas state laws, parents have a right to access their child at any time. However, we strongly encourage parents to drop off their children by 8:15 am each day so that the child can take part in our full educational program.
- We require that you sign your child in and out each day. There is a sign-in and out computer located in the front office. Each family will have a personal ID number and a password assigned to them. Please note that it is imperative to check in and out your child with this system. Keeping track of your child's attendance is required by the state

and is important for their safety. If you fail to check in/out your child a **\$5.00 fee** will be charged to your account.

- KIA opens at 6:30 am, we cannot accept children before 6:30 am. Our staff arrives before 6:30 am to prepare for the day, please wait patiently outside until our doors open.
- Please be sure you drop off your child with a staff member upon leaving or notify a staff member that you are taking your child. **NO CURB SIDE DROP OFFS OR PICK-UPS.**
- Absolutely no children will be accepted during nap time (between 11:30 – 2:00).
- Please obey state laws and **DO NOT** park in the designated fire lanes.

Release of children

- Your child will only be released to parents and persons from whom KIA has written authorization and proper identification.
- When picking up infants or toddlers, sign out on the computer located in the lobby. Please pick up in their assigned room. As for Pre-School through After School students- the office will call for your child over the radio and a staff member will bring your child to the front lobby. All parents are welcome to greet their children in their rooms, please make your presence known to the office staff.
- Minors/older siblings are only allowed to pick-up if they are given prior approval by the parents. He/she must be on the authorized pick up list.
- Each authorized pick-up person must sign the child out on the computer. They will be issued their own personal ID and password for the computer.
- A space is provided on your enrollment form to list anyone that may be picking up your child
- Confidential information, such as behavior incidents and “boo boo” reports may be passed along to the person authorized to pick-up.
- If you need to send someone other than the authorized persons in your file, you must adhere to the following procedure:
 1. Send and/or bring a written authorization to the center
 2. If you are at work or away from the center, you will need to call the center and speak to the Director and fax /email your authorization with a copy of your picture ID

Custody Situations

Kids in Action prefers NOT to get involved with custody disputes. KIA will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. *IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS TO A CHILD.* It is imperative that all enrollment forms are completed with both parents information. A copy of a child’s birth certificate may be requested at the Director’s discretion.

When a parent is NOT authorized to pick up, we must have a copy of court documentation. If a problem results from any such situation, we will contact the local law enforcement agency and

they will determine the outcome. If a custody issue creates a risk for our facility or staff, Kids in Action has the right to terminate care.

What to bring

- INFANTS – Load up your diaper bag with diapers, wipes, creams, at least 2 changes of clothes, blanket, pacifier(s), bottles pre filled with water, formula/breast milk, baby food, snacks and sleep sack if child likes to be swaddled. Teachers will keep you informed of the items you are getting low on. Accounts will be charged \$1.00/diaper if they are not replenished. PLEASE LABEL EVERYTHING.
- TODDLERS – 3 substantial snacks, lunch with the needed utensils, sippy cup for water, blanket, pillow, at least 2 changes of clothes, diapers, wipes, and creams, bug spray, sun screen. Accounts will be charged \$1.00/diaper if they are not replenished. PLEASE LABEL EVERYTHING.
- PRE SCHOOL – Load up your child’s Pre-School Bag with 2 substantial snacks, lunch with the needed utensils, water bottle, change of clothes, closed toed shoes, bug spray, and sun screen sweater or sweatshirt. We ask that children do not come in crocs, high heels or sandals. If your child is a napper – please send a blanket and pillow. PLEASE LABEL EVERYTHING.
- AFTER SCHOOLERS (K-5th) – One substantial snack if they choose NOT to eat the snack we provide. Closed toed shoes, sweat shirt or sweater, KIA t-shirt if attending field trip, and homework/back pack, bug spray and sun screen. PLEASE LABEL EVERYTHING.
- ALL CAMPERS – 2 substantial snacks, lunch with the needed utensils, bug spray, sun screen, change of clothes, closed toed shoes. PLEASE LABEL EVERYTHING.

TRANSPORTATION

Before & After School:

- All schoolers will be transported to and from their respective schools in a timely manner.
- They will either be transported by a 14 passenger school bus or a small 13 passenger van. We will maintain all safety equipment and provide seatbelts and booster seats, as required.
- Staff that are transporting children are required to have additional training in a Driver’s Safety Course and have a safe driving record. All staff drivers are over the age of 21 years.
- Bus/Van behavior is taken very seriously. Any behavior issues while in transport, will result in a write-up for the child(ren), which can result in immediate termination from the program.
- We can transport children from certain after-school activities, such as tutoring or safety patrol. The transportation on these days must be set up ahead of time with the director and is based on the staffing requirements for that day. **A fee of \$5.00/trip will be charged.**
- Pre-School will be transported to/from pre-approved field trips by bus.
- Parents are required to provide car seats for child(ren) under 5 years of age

DAILY OPERATIONS

Sick Days, Leaving School Early and Notifying Center

After Schoolers:

Parents of after schoolers must notify the Center before 2 pm if any changes occur to your son/daughter's day that will affect after-school pick up (e.g., doctor's appointments, feeling ill, etc).

Failure to do so will result in a \$15.00 charge to your account or lead to termination from the center. Each minute a van has to wait on a child to find out if he/she is at school or not, means a huge loss of time at another school. We work closely with the local schools and KIA would like to maintain a good relationship with your child's school. Being on time for each pick up is important and ensures EVERY child's safety.

Pre-Schoolers:

Parents of Pre-Schoolers must notify the Center if child will not be attending school. The teachers plan curriculum specific for each child and will make arrangements if that child is sick.

Birthdays

- Parents may bring special treats for their child's birthday. Treats must be store bought and must have ingredients listed.
- Please provide enough for every child.
- The staff will do it's best to recognize each child's special day.

Holidays

- Kids in Action observes Christian holidays. During such times, the children may participate in Christmas parties, saying Grace before they eat, Easter egg hunts, etc.

Personal Toys/Handheld video games/Cell Phones

- Kids in Action is not responsible for any personal items that break and/or are left at the center.
- No personal hand-held electronics are allowed at any time. Any devices will be confiscated and left at the front office.
- Children are not allowed to talk on their cell phones while at the center. If a parent needs to get in touch with their child, please call the center directly.
- We encourage parents to not allow their children to bring toys.

PROGRAM

Operating hours

- **Kids in Action After School** will operate when Humble ISD is in session, Monday through Friday, 3:30pm to 6:30 pm. Before care is available at additional cost.
- **Kids in Action Academy Pre-School & Child Care**, the Pre School will operate when Humble ISD is in session. Pre-School is in session, Monday through Friday, 8:15am – 2:15 pm. Infants and toddlers program will operate Monday through Friday, 6:30 am -6:30 pm, year round.

- We appreciate you being on-time to pick up your child. A **LATE FEE of \$10.00** will be charged for the first 10 minutes, and then an **additional \$1.00 a minute after** that you are late will be applied to your account. (Please contact office if you or your child's authorized pick up will be late).
- Parents are encouraged to stop by at any time during the hours of operation, in order to observe your child and the program's activities. Prior approval to do so is not needed.

School Holidays (Pre-School / After-School only)

- Kids in Action provides care and transportation on all Humble and New Caney ISD in-service days/early release days. Early release days are an **additional \$10.00/day, \$20 if there is a field trip**. In-service days are an additional **\$30.00/day or \$40.00/day**. The center is open all day for care (Parents provide lunch).
- Kids in Action is open for School Holidays (i.e., Thanksgiving, Christmas and Spring Break) from 6:30 am to 6:30 pm for Kids in Action CAMP. Such camps are offered at an additional cost.
- For all families who do NOT enroll in camp, regular tuition is due. Families may choose to enroll into camp for an additional fee.
- **The Facility will be closed:**
 - Labor Day (Sept 3, 2018)
 - Thanksgiving Day (Nov 22, 2018)
 - Friday after Thanksgiving (Nov 23, 2018)
 - Christmas Eve (Dec 24, 2018)
 - Christmas Day (Dec 25, 2018)
 - New Year's Day (Jan 1, 2019)
 - Good Friday (April 19, 2019)
 - Memorial Day (May 27, 2019)
 - Staff development (May 31, 2019)
 - Independence Day (July 4th, 2019)
 - Last Friday of Summer break (TBD)

Summer Program:

- During the summer months, all KIA students will have priority registration for the Kids In Action Summer camps. The KIA summer camps have a variety of offerings sure to please every child, including but not limited to, kid friendly movies, nerf wars, structured games, field trips, arts/crafts, swimming and water play. Tuition will be higher during the summer months since children will be in our care all day.
- If interested in signing up for summer camp, pay close attention to the registration deadlines. Without a paid registration fee and a security deposit, a spot will not be held, even for current students. Spots sell out very fast!

Classroom Assignments

- Classroom Assignments are based on each individual child's chronological age, developmental age, emotional age, and physical age. Kids in Action typically will transition children to new classrooms once a year, however from time to time, we may request a transition sooner based on the individual child's needs. School-Agers typically are grouped by grade during the after-school program (i.e., Kinders, 1st, 2nd, 3rd, and 4th and up)

FOOD

Meals/Snacks - Kids in Action After School:

- Kids in Action offers snacks to the after-school kids. We attempt to provide nutritious snacks, but we are limited on what type of snack we can serve. When the before and after school kids are out of school and in care for a full day, a morning and an afternoon snack will be served.
- Kids in Action is a NUT-FREE facility. This includes PB & J sandwiches, Peanut Butter crackers, almond butter, Nutella, etc.
- At times, other food restrictions might occur, based on a given child's life-threatening allergy
- Water will be provided to the children. Please have your child bring a water bottle with their name clearly labeled. They may leave the water bottle in their cubbie, but everything in their cubbie must be cleared out daily.
- Parents must provide lunch on days when their child is out of school and in care for the full day.
- Please note when a child brings lunch or snack from home, the parent or guardian is responsible for their daily nutritional needs.

Meals/Snacks: Kids in Action Academy & Child Care:

- Kids in Action does not provide meals. All parents must pack a lunch for children infants through after-school. Teachers can heat up lunches, but they cannot cook lunches (i.e., warm up left-overs).
- Kids in Action is a NUT-FREE facility. This includes PB & J sandwiches, Peanut Butter crackers, almond butter, etc.
- Parents of children in the toddler, twos, and pre-school programs, need to pack a morning and afternoon snack for their child.
- Please make sure lunch bags/boxes are labeled with our child's name on everything.
- Water will be provided for the children. Please be sure to pack a water bottle with your child's name on it. It may stay in their cubbie and taken home for washing on Friday.
- Please note when a child brings lunch or snack from home, the parent or guardian is responsible for their daily nutritional needs.
- Moms are encouraged to stop by to breastfeed their child. There is a rocking chair in the infant room if needed.

NAP TIME

Supervised rest periods are provided for all children under five years of age who are at KIA 6 hours or more a day. A cot will be provided for those who nap. We suggest blankets and small pillows. Nap time will take place after lunch. Blankets and pillows are to be left at the Center and taken home on Fridays for washing. Please have all nap time essentials labeled clearly and provide a bag to store items in.

FIELD TRIPS

Both our Pre-Schoolers and After-Schoolers will attend field trips throughout the year. Before a child can attend a field trip, the Center must have a signed release from the parent. All children are required to wear a Kids in action shirt, which also includes the center's contact information. A fee of \$15.00 will be charged to the child's account if your child does not wear his/her KIA shirt. The staff traveling with the children will have cell phones in case of any emergency. Prior to every field trip each parent will be notified on the logistics of the trip. Summer camp will often have weekly field trips.

CLOTHING

No flip flops or crocs allowed for infants through pre-school. Students must have a change of clothes, clearly marked and labeled. As for our older students, we request our children to wear age-appropriate clothing.

WATER PLAY/SWIMMING

Kids in Action Child Care & Pre-School Academy: More common during the summer months, water play will consist of inflatables, sprinklers, and water toys. Any sort of water play will be in less than 2 feet of water. Extra staff will be scheduled to help with the fun of water play days.

The Kids in Action campus does have a pool that is safely maintained by the staff and is monitored by a certified lifeguard when children are in the pool. Staff will be monitoring the pool activities as well. The pool is enclosed by a fence and can be monitored by cameras. All children must perform a swim test with the lifeguard; if child fails swim test a red wrist band and life jacket will be issued. Listed below are pool rules:

1. Only children who are in Kindergarten (and 5 years old) and older will be permitted to swim
2. No running or diving
3. Lifejackets are required for any of those who fail a swim test
4. All children must obey lifeguards rules and instructions
5. Any behavior issues in the pool or around the pool area, will result in loss of swimming privileges

OUTDOOR PLAY

Outdoor play is a regular part of the daily routine. For Pre-School children and older, please do not request your child to stay indoors. Per the Texas Department of Family and Child Protective Services, children too sick to go outside should not be at school.

VIDEO GAMES/MOVIES

Occasionally, KIA staff may show a movie or have video game time with the kids. All games and movies will be rated G or PG.

TUITION AND FEES

Tuition is due every Monday or on the first day of the week. If you need to be set up on a Friday payment option, tuition is due the Friday BEFORE the start of the upcoming week. It is considered late if not paid by the end of business, and a \$10 late fee will be applied. Every account must be on an auto-payment method. This can be set up thru your checking account or a credit card. Weeks are counted by Mondays. In 2018-2019, October, December and April have 5 Mondays, so please keep that in mind when budgeting childcare into your monthly bills. Any questions, please contact the bookkeeper.

Financial Deadlines:

- At time of enrollment - Annual Registration fee due \$150 child/\$200 family
- October 29, 2018 – Thanksgiving Camp Registration (November 19-21)
- November 26, 2018 – Christmas Camp Registration opens (Dec. 21 – Jan 2)
- January 7, 2019– Spring Supply Fee due \$35 child (young tots & up)
- March 4, 2019 – Spring Break Registration opens (March 11 – 15) ~ price TBD

- March 22, 2019 – Fall Enrollment forms due (Pre-School and After-School)
- April 8, 2019 – Non-refundable Summer Camp Activity Fee due, price TBD
- May 24, 2019 – last day to make changes on summer camp dates, without \$25 change fee/day being applied
- May 24, 2019 – Fall Registration Fee due
- June 3, 2019 – first day Summer Camp 2019

Absent/Vacation Tuition Credit:

Each account will be given a 50% discount off tuition rate of ONE WEEK, per school calendar year. Usually those weeks in consideration are Thanksgiving, Christmas weeks, and Spring Break. All other days and weeks of tuition for childcare will be expected to be paid in full, whether or not your child attends. You must request your credit in writing, by email. If your account is delinquent, an absent/vacation credit cannot be used until account paid in full.

Registration Fees:

Registration fee is **\$150.00/ child** and **\$200.00/ family** is due May 24 for childcare, pre-school and after school. The registration fee is non-refundable.

Activity / Supply fees:

Pre-school, After-School and Camp activity fees are for additional activities outside our normal planned curriculum. Activity fees will be assessed separately.

In-service and early release days are an additional cost. Early release days are **\$10.00 extra/day and in-service days are \$30.00/day**. If there is a field trip, a \$10.00 fee will be added.

A mid-semester supply fee for toddlers, twos, Pre-school, and after-school of **\$35.00/child** will be assessed in January of every year.

Kindermusik Fee

There is an annual instrument fee for all children enrolled in pre-school. Included in this packet are a Family guide to sing-along, read-along, and learn-along, a CD, and an instrument. This material kit is necessary in order to participate. The kit ranges from \$30.00-\$40.00 / year.

Summer:

Payment is required for the days/weeks you select regardless of absence, sickness, etc. A **\$25.00 fee will be assessed to change any date in summer**. Summer camp activity fees vary.

HEALTH AND SAFETY

Under the Texas Penal Code, any area within 1000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty. Kids in Action is a GANG-FREE ZONE.

Illness

Children who are ill should not attend. Kids in Action observes the standards set by the Texas Department of Family and Protective Services for ill children. Parents may not bring the student to KIA when he/she is exhibiting any of the following:

1. Illness that prevents the child from participating in child care activities, ***including outdoor play.***
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children.
3. A temperature of over 100.4 degrees
4. Uncontrollable diarrhea
5. Two or more vomiting episodes in 24 hours
6. Any undiagnosed rash
7. Abnormal breathing
8. Lethargy
9. Sore or discharging eyes or ears, or profuse nasal discharge
10. Lice – may return once treatment has begun

If the student develops any of these symptoms while in Kids in Action care, staff will contact the parents to arrange pick up and ask that the parents arrive within the hour. If parent's cannot be reached, the emergency contacts/authorized pick-ups will be called. In the event of severe illness or injury and a parent has failed to pick up their child, Kids in Action may call an ambulance at the parent's expense. Please note that your child can return when he/she has been symptom free for **24 hours or with a Doctor's note.** The front office will distribute a letter stating the date and time your child may return.

All parents will be notified in writing and within 48 hours of becoming aware that a child or employee has contracted a communicable disease that the law requires being reported to the Texas Department of Health.

ACCIDENTS/EMERGENCY CARE

The staff at Kids in Action takes the safety of the children in its care very seriously. They conduct routine inspections and regular maintenance of the building and equipment, but accidents can still happen. Most accidents occur as the result of children being children: playing, running, testing their abilities and interactive skills. If such accidents occur that require medical attention, parents are contacted immediately by phone.

Please notify the Kids in Action Director of any changes in your business and home addresses and phone numbers, so you can be easily reached, as well as any changes in your health insurance policy. In the event immediate professional medical attention is required, your child will be taken to the nearest preferred hospital.

If your child receives a minor injury while in care, Kids in Action will notify the parents upon pick-up with written documentation in the form of an accident report. Minor injuries include, but are not limited to, cuts, bruises, or anything else that requires the employee to perform first aid. Please be sure to sign the form upon pick-up.

Please note that the playgrounds at local elementary schools and parks are not necessarily up to the Texas Department of Family and Protective Services child-care licensing minimum standards.

If it is a true emergency, the staff will proceed to the closest emergency room, at which point the parents will be contacted.

MEDICATION

KIA staff will only administer medication under the certain conditions:

1. Accompanied by a medication form that must be signed by the parent/legal guardian. This form will be available upon request at the front desk.
2. All prescription medication must be in the original packaging and only if a physician has dispensed it with the student's name on it.
3. Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied with a copy of the information given to you by the pharmacy.
4. All medicine must be stored in locked, childproof containers, not in the child's backpack. Please make staff aware of medication and personally hand it off to a Kids in Action staff member.
5. If it is a brand new medicine or antibiotic, the parent must give the first dose to the child, before KIA will administer.
6. ***Under no circumstance, should any medication be placed in a child's backpack.***

MEDICAL CONDITIONS/SPECIAL NEEDS

Our KIA programs and staff like to meet the needs of each child, when filling out your child's enrollment information, please include any medical conditions your child has had in the past or is diagnosed with currently. Examples include asthma, food allergies, A.D.D, bone/joint injuries, learning disabilities, etc.

PROCEDURES FOR PARENTAL NOTIFICATION

Kids in Action primary method of communication for all non-emergency situations, is email. In case of a weather/building emergency, all parents will be notified via text message first, followed by calling primary and secondary phone numbers. If the staff is unable to reach a child's guardian, the staff will attempt to reach the emergency contacts.

Listed below are the ways that Kids in Action may communicate with parents:

- Our electronic monitor located in front lobby
- Through email notifications
- Through text
- Written memos placed in your child's bag
- Facebook
- Verbal communication
- Phone call

Text Alerts:

Please sign up for text alerts by initialing on enrollment form and providing cell provider.

The following scenarios require immediate parental notification:

- ✓ Illness/Injury
- ✓ Weather alerts
- ✓ Changes in medication
- ✓ Serious behavior changes

Inclement Weather Policies

Kids in Action follows Humble ISD closings. Please check local TV stations and web sites for announcement of closing.

Full tuition is due during inclement weather times.

In case of serious emergencies such as earthquakes, fire, storms, or loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive.

Report Suspected Child abuse or neglect

KIA staff is required by Texas State Law and Licensing to report immediately any instance when there is reason to suspect abuse. The staff may not notify parents when reporting. Possible abuse includes neglect, leaving a child in unattended car, not securing a child in a safety belt/booster seat, unexplained marks and poor hygiene.

- 1-800-252-5400
Call the Abuse Hotline toll-free 24 hours a day, 7 days a week, nationwide.
- www.txabusehotline.org
Make your report through the secure web site and you will receive a response within 24 hours.
- If you would like more information on spotting, preventing and reporting child abuse please call 855-427-2736 or visit www.hopeandhelp.org

EMERGENCIES

Emergency Preparedness Plan

It's better to be over-prepared than underprepared. With that in mind, the staff at Kids in action will conduct monthly and semi-monthly fire/severe weather drills. In the case of inclement weather, Kids in Action will follow Humble I.S.D. closings. Any closings will be communicated by calling 281-358-9446, via Facebook or text messages.

In an emergency situation, below is the evacuation and relocation plan:

- ✓ **Fire** – Should the fire alarm sound at KIA, all children should exit their classroom and the building through the safest direct route. All children and teachers will meet in the field by the enclosed pool, where the teacher will take attendance. *Please note that KIA will perform monthly fire drills which involve closing our gates. If you arrive at KIA during a drill please park on side street. No children or students are allowed to be signed out and released until the drill is complete.*
- ✓ **Flood** – The streets of Kingwood have been known to flood on occasion. If the streets start collecting large pools of water and/or Kingwood/Harris county is under a flood *warning*, parents will be notified.
- ✓ **Hurricane**- KIA will follow the schedule of Humble I.S.D. when it comes to hurricanes. KIA will not be open for business if a hurricane warning is in effect before 6:30 am. If conditions warrant during the day, parents will be notified to pick up their child within 2 hours of notification.
- ✓ **Tornado** – Should a tornado warning be in effect in the Kingwood area, all children will go into the middle rooms and hallways, with no windows and cover their heads.
- ✓ **Armed person on/around campus**- KIA will initiate lock down procedure immediately. Police will be notified and all doors and exits will be locked. Teachers and children will remove themselves from sight and wait for the clearance of police and/or Director.

- ✓ **Chemical/Biological agents** - Following the protocol of Humble I.S.D, KIA will “shelter in place.” Alerts may be received from the national or local media via radio or television. More information will be provided to parents through e-mail, phone, or postings on our windows.

Relocation site is at the Jack In Box: 2308 Northpark Dr, Kingwood, TX 77339

DISCIPLINE AND GUIDANCE POLICY

Discipline must be:

1. Individualized and consistent for each child
2. Appropriate to the child’s level of understanding
3. Directed toward teaching the child acceptable behavior and self-control

A care giver may only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction which include at least the following:

1. Using praise and encouragement of acceptable behavior instead of focusing on unacceptable behavior
2. Redirecting behavior using positive statements
3. Reminding children of behavior expectations daily using clear and positive statements
4. Using brief supervised separation or time out from the group, when appropriate for the child’s age and development, which is limited to no more than one (1) minute per each year of the child’s age

There must be NO harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are PROHIBITED:

1. Corporal punishment or threats of corporal punishment
2. Punishment associated with food
3. Pinching, shaking, or biting a child
4. Hitting a child with a hand or instrument
5. Putting anything in or on a child’s mouth
6. Humiliating, ridiculing, rejecting, or yelling at a child
7. Subjecting a child to harsh, abusive, or profane language
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age

Texas Administration code, title 42, chapter 746-747, subchapters L, discipline & guidance.

Kids in Action Before and After School Program Discipline Policy:

The staff at Kids in Action before and after school program wants each child to excel and know that each child is different. The Kids in Action staff focuses on positive reinforcement involving a rewards system whether it is picking a prize from our treasure box or a child picking our Friday game line-up. If poor behavior continues, the child will be written up and the parent will be notified. We pride ourselves on open communication with our families and are willing to work with children and their differences.

Kids in Action Academy Discipline Policy:

Kids in Action teachers are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are: praise and encouragement of good

behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. Kids in Action does not use “time out” as a form of managing behavior. Kids in Action will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to handle these issues. Kids in Action reserves the right to terminate care for the child for discipline problems at any time.

Kids in Action Child Care

Our toddlers are full of curiosity and exploration. Toddlers have a hard time communicating their feelings, and sometimes will express themselves through the act of hitting, pushing or biting. This type of behavior is common for this age group. Our staff is trained to gently remind the child that their behavior hurts and will be redirected. Weekly our staff reads to the toddler’s books such as “Teeth are Not for Biting” and “Hands are for Not Hitting,” and encourage good behavior. If any problems persist, the teachers will partner with the parents to come up with a game plan.

OUTSIDE EMPLOYMENT:

Employees of Kids in Action are prohibited from outside employment with parents of the organization. This includes, but is not limited to, babysitting and/or nanny- type jobs, and transportation.

SOCIAL NETWORKING:

Stay up to date on events and activities at KIA by joining/liking our Facebook page, <https://www.facebook.com/kidsinaction>. Several classrooms also have “Closed” Facebook groups, only accessible by current parents. KIA staff are prohibited from participating in social networking with parents and children.

WITHDRAWAL PROCEDURES:

Parents must provide a **2-week written notice** if withdrawing child(ren) from Kids In Action and Kids in Action programs. No portion of weekly paid or outstanding tuition will be refunded or cancelled in the event of absence, holidays, school closings, withdrawal or dismissal from the center. Please note that the withdrawal notice must be submitted in writing or via email to the Director.

TERMINATION FOR CAUSE

Children:

1. No bullying will be tolerated
2. Defacing and/or destroying center property or the property of others
3. Engaging in aggressive behavior toward other children and/or staff members. This includes, but is not limited to the following:
 - a. Spitting
 - b. Yelling
 - c. Hitting
 - d. Kicking
 - e. Biting
4. Being rude and/or discourteous to any staff member

5. Using foul language on the premises
6. Stealing from the center, staff, or other children
7. Refusing to remain with assigned group/running away
8. Refusing to follow directions of the staff members
9. Pre-school children or older who have repeated potty accidents
10. Repeated biting incidents
11. Not following the rules during transportation.
12. Not following the rules during pool and/or water play.

Parents:

1. Engaging in aggressive behavior toward a child and/or staff member of the center
2. Failure to call if child's schedule changes that affects drop off/pick up from school
3. Repeated late pick-ups
4. Failure to follow check in/out procedures
5. Using foul language on the premises
6. Being rude and/or discourteous to any staff member
7. Failure to provide the necessary enrollment forms and/or information to the center
8. Failure to pay accurate and current fees. All fees are due and payable on Monday. Any fees not paid by Tuesday will be charged a late fee payment of \$10.00. NO EXCEPTIONS.
9. Picking up your child while under the influence of drugs or alcohol.

Occasionally, a child must be dismissed from KIA due to unforeseen circumstances, such a violation of the above mentioned causes of termination. If any of these listed actions are witnessed, the child will be written up by the KIA staff and Director. A report will be made indicating the occurrence, after the third write up the child can be removed from KIA.

Center & Contact Information:

3838 Woodland Hills Dr.
 Kingwood, TX 77339
 Phone: 281-358-9446
 Email: kidsinaction@gmail.com

Office Hours:
 Monday through Friday 8:00 am – 6:30 pm
 Saturday 9:00 am – 12:00pm
 Sunday Closed

Owner and Registered Trainer: Diane Havens, kidsinaction@gmail.com
 Co-Owner & Director: Heather Jensen, thekidsinactionschool@gmail.com
 Assistant Director: Ashleigh Smith, kidsinactionafterschool@gmail.com
 Book Keeper: Judy Hinckfoot, kidsinaction@gmail.com



Kids in Action Tuition Agreement 2018 - 2019

Child's Name _____ Date of Birth _____

Mother's Name _____ Father's Name _____

Payment for my child's program is **due on MONDAY** of the current week. Tuition is due whether my child attends or not. All accounts must be set up on automatic payment plan for tuition. Our Preferred Method of Payment is for tuition to come directly out of checking accounts. We do accept MasterCard and Visa cards. A \$10/per day late fee will be added if not paid by the end of business on Monday. If tuition and/or late fees are not paid by Friday, then I understand that my child cannot return to care the following Monday until paid. (parent initials) _____

Tuition weeks are counted by the number of Mondays in a month. I understand that there are THREE months during the school year that have **FIVE Mondays (October and December 2018, April 2019)**. Please make note an additional week will be charged. (parent initials) _____

In the event of a NSF check/ ACH return, a \$35 penalty fee will be added to my account. If Kids in Action receive 3 or more NSF checks/ACH returns in a one-year, your enrollment may be terminated. (parent initials) _____

Kids in Action is licensed by **The Texas Department of Family and Protective Services**. Operating hours are Monday through Friday from 6:30 am to 6:30 pm, and we can only care for children during these specified times. A late fee of \$10.00 for the first 10 minutes, and an additional \$1.00 per minute will be charged to your account. (parent initials) _____

In the event your child forgets his/her KIA t-shirt on a field trip day, a \$15.00 charge will be applied to your account (parent initials) _____

I understand that if my child is enrolled in the pre-school program, a \$30.00 Kindermusik instrument fee will be applied in September. _____

I understand a **\$35 per child** Spring Semester Supply Fee will be applied to my account in January 2019 (parent initial) _____

Proper attendance tracking is imperative to the safety of the children enrolled. All parents are required to sign their children in and out each day. When a family fails to sign their child in or out, a **\$5 penalty fee** will be applied to your account for each occurrence. (parent initial) _____

A **\$15.00 fee** will be imposed if you do not call *BEFORE NOON* and let the office know your child WILL NOT be on the bus after school. This can delay the driver from staying on schedule, and being late for the next pick up. (parent initials) _____

All accounts will be given **ONE WEEK at 50% off** normal weekly tuition rate, to be used during the school year (usually applied during Thanksgiving, Christmas Break, or Spring Break) You are responsible for paying tuition at full rate all of weeks, whether the child in in attendance or not during the school year (parent initial) _____

We offer Holiday Camps for pre-school and school-aged children. Camp tuition rates will apply. You need to sign your child up for all holiday camps. Spots are limited and sign up is first come/first serve as we open them to the public also. *Current enrollment doesn't guarantee a spot should you fail to register*. We give lots of reminders ahead of time (parent initials) _____

If at any point my account becomes delinquent, I understand that any credits or discounts will be removed from my account (e.g. non-refundable security deposit, multiple child discount, First Responders) (parent initials) _____

If I choose to end my relationship with Kids in Action and withdraw my child, a **2-week notice** will be given in writing, or I will forfeit my security deposit paid at registration, and vacation credit (parent initials) _____

Weekly Tuition Rate \$ _____

Bi-Weekly Tuition \$ _____

Monthly Tuition \$ _____

Parent Signature

date

Office Staff Signature

date

18