

Kid U Preschool

**Parent Handbook
2012-2013**



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Kid U Welcomes You!

The purpose of this handbook is to outline the policies and procedures under which we operate. We provide the children in our care an environment where they can feel safe and loved, and can begin to build a positive self image. Your child will have the opportunity to gain practice in language, fine motor, large motor and self-help skills. Your questions and comments are important so we can achieve the very best experiences for your child. Children will not be denied enrollment on the basis of sex, race, religion or disability.

This handbook has been prepared as an informative guide for parents so that they may know and understand our child cares and philosophies, business policies, and expectations. In order to make our relationship as enjoyable as possible, the following pages contain mutually beneficial requirements which are necessary to ensure that there are no misunderstandings between either party. The words “we”, or “our” refers to the daycare center & childcare provider. The words “you” or “your” refers to the child’s parents or guardians. Please read this handbook carefully and feel free to discuss with us any questions or comments that you may have.

ACCIDENTS

Minor cuts and scrapes

Staff will apply first aid and an incident form will be completed. The parent will be informed of the circumstances of the incident during the day or at the end of the day, depending on the severity of the injury.

Minor injuries

Staff will apply basic first aid and an incident form will be completed. Parents will be notified immediately of any injury that might require professional attention and asked to pick up their child.

Incident reports

In an effort to maintain effective communication, we will be sending home an incident report in the event that your child has been involved in an accident or has been injured.

This report will describe the incident and let you know which staff member was involved with the care of your child. Of course, in the case of a possible serious injury, you will be contacted immediately.

Please be aware that occasionally a child is scratched or bruised without the teacher’s knowledge. We strive to always be aware, but in some instances, these minor injuries go unnoticed until the child is at home.

Injuries at home

If your child becomes injured at home please notify the administration or your child’s teacher. Please be aware that if we notice that your child is injured we will ask you about it. We understand that at times injuries at home, like at school, may go unnoticed. It is our policy, in accordance with state law, to make every effort to document any injuries to children in our care.

Serious injuries

Students with injuries or illnesses that require immediate treatment will be taken to the Texas Children’s Hospital or the nearest emergency room. Every effort will be made to contact the parent. However, if you cannot be reached, the Medical Permission Form will be used for authorization to secure medical services.

ADDRESS AND TELEPHONE CHANGES

Please notify the preschool office if any changes occur in your home or office telephone numbers or addresses. This is crucial should we need to contact you, in the event of an emergency. Also, please notify us if your marital status changes. Each family will be required to fill out a new enrollment form for each session with updated information.

ALLERGIES

Kid U is sensitive to the unique challenges of children with allergies. As a ministry of Monument Baptist Church we share our facility with the other ministries of the church and are unable to provide allergen free classrooms. Kid U is not a peanut free school. Children are not restricted in the items that they may bring for lunch from home. Many students bring lunches each day that contain peanuts, peanut butter, soy, gluten and other potential allergens. Parents should provide written notification of a student's allergies on the enrollment application. That information is then shared with the supervising staff and faculty. Every effort will be made to prevent a child from ingesting any food to which they have an allergy; however, a child may accidentally ingest something from another student's lunch. **Students with allergies must be able to fully and safely participate in the activities that are part of our curriculum using the materials that are provided by Kid U.**

ARRIVALS & DEPARTURES

Children should arrive no earlier than 8:45 and no later than 9:05. Please make every effort to have your child here in a timely fashion.

A teacher will be outside the main entrance to greet your child during arrival time. We ask that parents not enter the building. We understand that children attending for the first time may need reassurance from their parents. However, our experience is that children will settle more quickly into the life of the class once the parents have left.

Our normal procedure is to release the child only to his/her parent or person that the parent designates as authorized to pick up. If someone other than the parent is to pick up the child, please notify us ahead of time in writing. Please inform emergency contacts or people designated to pick up your child that if we don't know them we will need to ask for photo identification -NO EXCEPTIONS! We do not mean to offend them, this is simply an extra precaution taken for your child's protection.

Please notify us immediately of any change to the list of persons authorized to pick up your child. We must have in writing people you want removed from the authorized pick up list. Please also make us aware of any changes in guardianship, parental visitation rights, or custodial care.

Pick-up will occur the same way as drop-off. There will be a teacher to put your child in your car in the pick-up line at the main entrance of the church. We will give all parents/guardians a sign to put in your dash board until we recognize everyone's car.

BIRTHDAYS AND PARTIES

Each child's birthday is his/her "special day". Parents are invited to provide a cake, cupcakes or treats to celebrate their child's special day.

We will have parties for the following days:

Grandparents Luncheon (Program)

Fall Party (Kids will dress up, however we won't emphasize "Halloween" and scary things)

Thanksgiving (Program)

Christmas

Valentine's

Easter

Graduation Party (Program)

CHILDCARE PHILOSOPHY

As an important ministry of the Monument Baptist Congregation, Kid U will help fulfill each of the congregation's five functions: education, worship, evangelism, fellowship, and service.

Education

Education occurs daily in all subjects to prepare children to serve God and people throughout their lives. The Holy Spirit through God's Word nurtures children's faith in Christ.

Worship

Children will be encouraged to grow in their prayer lives, learning to pray privately and corporately whenever needs or opportunities arise.

Evangelism

Children of un-churched families hear the good news of Jesus' love and share it with their families and friends.

Fellowship

Each person's uniqueness is recognized, and individuals are helped to achieve their full potential. Teachers and students work together to maintain a classroom atmosphere of love and joy.

Service

Children are led to help others, not only in the school, but also in the community and the world. Teachers encourage Christ-like compassion and love for all people.

CLOTHING

Kid U requires that a change of clothing be kept on hand for each child at all times. Please bring the clothing to your child's teacher the first day of school or at orientation. The clothing should be placed in a clear, ziplock bag with your child's name affixed on the outside. Please include socks, underclothes and a complete outfit.

All clothing that is removable must be plainly marked with your child's name. Clothing should fit the weather, and give freedom for play. Please keep in mind that the children may be working with messy art supplies. Also, as we play outside every day, weather permitting, the children should wear rubber-soled shoes with good traction.

Girls are asked to wear shorts or tights under skirts so that active play will not be impeded.

COMMUNICATION

We are looking forward to a terrific relationship with you and your child and that is why communication is very important to us. When we accept a new family into our Preschool center, we would like to be sure that we can share openly any questions or concerns that may arise. It is important that there is a similar child care philosophy between us and you as parents. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the children. Sensitive issues will be discussed in private outside of regular child care hours either by telephone or conference.

CURRICULUM

Subjects taught at Kid U are as follows:

Bible story & memorization	Sign Language
Art	Spanish
Physical Movement	Cooking
Science/Health	Manners/Personal Care
Writing/Penmanship	Dramatic Plays
Story Time	Arithmetic/Numbers
Social Studies	Music
Reading Readiness	Sensory Play

We will teach from the ABEKA Curriculum and the Wee Learn Curriculum.

Children will have incorporated into their classes each week special curriculum such as, Spanish, Music, Sign Language, PE, and Library.

DISCIPLINE

Discipline must be:

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

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

1. Using praise and encouragement and good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using a brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

ENROLLMENT POLICY

There are several mandatory forms that we must have completed and in our possession BEFORE we can assume the responsibility of caring for your child. These forms are as follows:

1. Signed Child Assessment Form & Health Statement signed by a physician
2. Certificate of Immunization (all vaccinations MUST be current in accordance with Health Division)
3. Birth Certificate (New Students)
4. Session Preference
5. Photo Release
6. ER Contact Information & Emergency Medical Waiver

We would appreciate you keeping us informed of any change in address, telephone numbers, and other pertinent information listed on all of the above forms. If you have any questions regarding the completion of these forms, please feel free to ask.

Children enrolled in Kid U must be 2, 3 or 4 years old by September 1st. Age 5 for Kindergarten. 3 & 4 & 5 year old children must be toilet trained.

FIELD TRIP DAYS

On days Kid U goes on a field trip, your child must attend the field trip or stay at home that day. The school will not watch kids that are not permitted to go on field trips. Parents are welcome to attend.

HOURS OF OPERATION

Normal hours of operation are Monday through Friday from 8:45 a.m. to 2:00 p.m.
8:45 to 2:30 for Kindergarten.

Requests for a change in your child's enrollment hours/days are subject to space availability within the center.

You are still responsible for paying all fees for your contracted days regardless of whether your child is in attendance or not.

Please notify us as soon as possible if your child will not be coming the next day or if you will be late in arriving. Also, we would appreciate notice of your child's absence due to family vacation times.

We DO NOT provide evening or weekend care.

We DO NOT provide care after hours of operation. (8:45 a.m. to 2:00 p.m.)

ILLNESS/DISEASE

Your child's health is a major concern to us. As such, we must make every effort to protect the health and safety of all students at Kid U. It is very important that we have the cooperation of parents in watching their children for signs of illness or disease. Please DO NOT bring your child with symptoms such as:

- Fever
- Sore Throat
- Nausea
- Vomiting
- Diarrhea
- Swollen Glands
- Headache
- Earache

Flushed Face
Inflamed Eyes
Skin Rash
Croupy Cough
Runny Nose with green mucous

If a child develops these symptoms, parents/guardians will be notified.

With some communicable diseases we will require proof of treatment prior to the child's return to school.

If a child contracts head lice, we will notify parents/guardians immediately to arrange for dismissal of the child until the problem has been fully treated. Likewise, we will need to be notified immediately if you discover that your child has head lice.

PLEASE NOTE: Kid U will not administer medication to any child.

ITEMS FROM HOME

Educational toys and games will be provided by the preschool. Please do not allow children to bring toys from home, unless it is sharing day, which will be assigned. Other items not allowed are any type of makeup and hairbrushes or combs, toy guns, handheld electronics, and/or jewelry.

LUNCHES

All children attending Kid U will need to bring their lunch in a lunch box or bag with their name clearly marked on it. Each child should have a lunch which is nutritionally adequate. Please do not pack a lot for your child to eat, their lunch is only about 20-25 minutes long. Already prepared microwavable items are OK to bring, please limit warm-up time to 2 minutes.

MEDICAL EMERGENCIES

Minor Emergency -We will treat the injury and complete the necessary information on the injury/incident report. We will inform the parent/guardian of the circumstances and treatment received.

Life Threatening Emergency -We will contact 9-1-1 and/or administer CPR if appropriate. Your child will be transported to the nearest hospital. **YOU WILL BE NOTIFIED IMMEDIATELY!** If you cannot be reached, we will notify the "emergency contact" listed.

If an ambulance is called to transport your child, the cost of the ambulance is your responsibility. You are also responsible for all costs involved in emergency medical treatment. Monument Baptist Church or Kid U will not be held liable for any sickness / injury of either parent, guardian, or child while on these premises.

NSF CHECKS

If a check is returned to us for non-sufficient funds, you will be required to pay a \$25 fee for the returned item, \$15 per day late fee, and any other fees that we incur as a result of the returned check. You will have one day to pay your late tuition and fees. Both payments must be made in cash. All tuition payments there after will be required to be on a cash only basis.

OVERTIME RATES

Normal business hours are Monday through Friday – 8:45 a.m. to 2:00 p.m.

If you are late in picking up your child, there will be a one time initial warning given. After that a \$10.00 late charge for every 15 minutes that you are late. Fees are rounded to the nearest 15 minutes. Late fees will be strictly enforced.

It is your responsibility to have your child picked up on time. If you know that you will be unavoidably late, it is your responsibility to notify the school and make arrangements to have an authorized alternate person pick up your child. Continued late pick ups will mean breach of contract and your child's position in the preschool will be terminated.

PAYMENT PROCEDURE /TUITION

Registration Fee*

One Time Fee

KINDERGARTEN Five Days Per Week	\$150
Five Days Per Week	\$150
Four Days Per Week	\$150
Three Days Per Week	\$150
Two Days Per Week	\$150

*Registration fee is due when registration papers are received and is *non-refundable and will not be prorated in the event of late registration*. This fee will hold your child's space at Kid U for the upcoming class year. The non-refundable registration fee includes a Kid U t-shirt.

Snack/Curriculum*

One Time Fee

KINDERGARTEN Five Days Per Week	\$125
Five Days Per Week	\$100
Four Days Per Week	\$100
Three Days Per Week	\$100
Two Days Per Week	\$100

**will not be prorated in the event of late registration*

Tuition

Monthly Payment

KINDERGARTEN Five Days Per Week	\$350
Five Days Per Week	\$350
Four Days Per Week	\$300
Three Days Per Week	\$225
Two Days Per Week	\$150

Kid U reserves the right to cancel any class if there is insufficient registration. It also reserves the right to balance class ratio.

All tuition is due on the first of each month. No adjustments are made for holidays or absences. If tuition is not paid by the 10th of each month a \$15 late fee will be added to your account unless prior arrangements have been made. A reminder will then be sent out. If tuition is still not paid, your child

will not be able to participate in class until your account is current and does not guarantee your child's spot in the classroom. Repeated late payments may be grounds for termination.

If you go away on vacation, payment is due BEFORE you leave.

Payments may be made by check, cash, or cashier's check, Bill Pay or online.

Checks must be dated for the day they are due; no post-dated checks will be accepted.

We will give you a minimum of two weeks notice of any increases in your child care fee.

A paid, two-week notice is required if you are planning on terminating care.

PROGRAM BASICS

2 year old classes:

Class size = 6

Students must be 2 by September 1, 2012

3 year old classes:

Class size = 15

Students must be 3 by September 1, 2012

Students must be completely toilet trained

3 ½ year old classes:

Class size = 15

Students must be 3 by September 1, 2012

Students must be completely toilet trained

4 year old classes:

Class size = 18

Students must be 4 by September 1, 2012

Students must be completely toilet trained

Kindergarten classes:

Class size = 18

Students must be 5 by September 1, 2012

Students must be completely toilet trained

SCHOOL CLOSINGS

Kid U is in the La Porte local school district. We will go by their school calendar, for holidays, ½ days and days when the school is closed.

For bad weather closings please follow La Porte ISD's schedule.

SIBLING DISCOUNTS

When two or more children in the same family are enrolled for the same school year, a 15% reduction is made for the second and each additional child's tuition per month.

TRANSPORTATION

Kid U does not offer transportation to or from the preschool.

TRIAL PERIOD

We understand that sometimes there may be issues that cannot be resolved, such as: severe behavior problems, parent's non-compliance with providers schedule, policies and procedures, etc... This is why all new children will be cared for on a three week (21 calendar days) trial period beginning on your child's first actual day of care. During that time the parent or provider may terminate the child care agreement with 24 hours notice. Childcare payment (paid in advance) is NON-refundable.

Please be aware that Kid U may not be able to accept students with certain limitations. Accommodations needed for individual students must not be such that they limit other students from receiving adequate time and attention.

VISITATION

Parents are welcome to visit and observe at any time. Close communication between parent and teacher is essential in order to provide quality care for your child. We would ask that you refrain from excessive visits during the first month to allow your child to make the necessary adjustments.

CLASSROOM PETS

This school does have classroom pets. This year we will have guinea pigs, hamsters, ant farms and fish. We will also hatch seasonally frogs, butterflies, triops, and/or chicks.

Kid U Preschool is a licensed center. AT 3/1/2011