

Parent Manual



visit us on the web at: www.kidscampuslc.com

Kids Campus

Learning Center

5710 McCarty Lane
Austin, TX 78749

(512) 892-KIDS

Welcome to Kids' Campus Learning Center

We are excited you chose us to be a part of your child's early learning experience. Our center goals are to:

- provide a safe, loving, and nurturing environment
- reinforce positive self-concepts and foster self-confidence
- promote activities for social, emotional and physical development of your child.

We strive to hire individuals who have a love for children and a passion to teach. Our teachers have a unique curriculum that encourages creative avenues of learning through developmentally appropriate activities.

Working with young children has a special reward and adds warmth to all our hearts. With your help, we will build a lasting relationship as your child grows. We will do all we can to provide a safe, rich and fulfilling experience for you and your child at Kids' Campus Learning Center.

Sincerely,

Debbi Parker

Parent Information

Enrollment – All registration forms must be completed to validate your child's enrollment. Enrollment will be secured upon receipt of the completed forms and a non-refundable registration fee.

Enrollment Policy – Enrollment is limited to maintain a teacher to pupil ratio as regulated by the Department of Family Protective Services. We do not discriminate on the basis of race, color or national origin of the child or parents. If a child is refused admittance, it is due to the state licensing requirements that limit the staff/child ratio, or the staff/child ratio set by the owner/director. In addition, we retain discretion to refuse admission, or request withdrawal, of any child whose needs we cannot meet.

Reasons for Dis-enrollment – The following are reasons your child may be dis-enrolled from our center.

- Non-payment or frequently delinquent tuition
- Ongoing behavior problems that becomes disruptive to our program
- Failure to pick up your sick child within one hour of being notified
- Frequent late pick-ups
- Failure to pay late fees

Tuition – Tuition is due, in advance, on the 1st if paying monthly or 1st and 15th if paying bi-monthly. We allow one "Grace Day" for your convenience, thereafter a late fee of \$25.00 is applied with an added \$5.00 for each additional late day. When the 1st or 15th falls on a weekend, payment is due on the Friday before; Monday is the "grace day". Payment will be considered late on Tuesday. This policy will be enforced with no exceptions. Tuition is non-refundable.

Activity / Supply Fee – These funds are due in August and February and are used in the classrooms to purchase, toys, equipment, etc. Please note that this fee is not the one time registration fee of \$75. The fee for new enrollees is due the following February or August after first day of attendance.

Returned Checks – A charge of \$30 will be assessed for an insufficient check. If the returned check causes the tuition to be late, the appropriate late fees will also be assessed. (\$5 per day)

Hours of Operation – Our school is open from 7:00 a.m. until 6:00 p.m. Monday through Friday. Our program operates year round.

Attendance – Your child's attendance is expected therefore appropriate staff members have been scheduled to ensure the safety of each child. If you anticipate any change in your schedule, please notify us as soon as possible.

Participation – When at school your child must be well and able to participate in all activities. Every child must participate in indoor activities and outdoor play. Please do not ask us to keep your child indoors.

Open Door Policy / Parental involvement – Parents are welcome to visit anytime after the first two weeks of class. Arrangements can be made with the director. Keep in mind that while you are present your child may not behave as he/she normally does. There may be occasions during the year when parent volunteers will be needed in the classroom. Sign-up sheets will be available for you to volunteer.

Withdrawal – A two-week written notice of withdrawal is required. If a two-week period is not given, you will be charged regular tuition for that period.

Holidays (closings) – We post our yearly holiday schedule on our website and on the parent board at the entrance of the center for your convenience. We will also post reminder notes well in advance in order for you to make arrangements for your children on the days we will be closed.

School Closing / Bad Weather – If the Austin Independent School District (AISD) closes due to bad weather, our school will also close. On days we are expecting severe weather, please tune in to local radio or TV stations to determine if AISD is closed.

Vacations – Effective Jan 1, 2009, one week vacation credit may be used each year after your child has been enrolled full time on a continuing basis for 12 consecutive months. Please note that the 5 days must be used consecutively and advance notice **MUST** be given **IN WRITING** in order to receive a tuition credit.

Arrival and Departure – You must accompany your child into the facility and be acknowledged by a supervising staff member. When picking up, be sure to make eye contact with a supervising staff member before taking your child from the playground or a classroom. You must sign your child(ren) in including your initials on the form provided by the door. Your child must **NEVER** leave the building without you! We will not release any child to a person whose behavior or health appears to endanger the health or safety of the child; we will call 911.

Drop off – To facilitate a smooth flow during the children’s day and reduce disruptions, children should arrive before 10:00 a.m. or after naptime at 2:30 p.m. In addition, we have found that the transition between home and school is much easier on your child when your “good-byes” are short and sweet. Our staff can work more effectively with your child to calm any anxieties when you are not in sight.

Release (Non-parental pickup) – Parents must complete the “Child and Parent Information” sheet that lists every person authorized to pick up your child. This form is kept in your child’s folder. When someone other than a parent is going to pick up your child up, please let us know who will be picking up. They **MUST** be listed on the Child and Parent Information form. They also must show a picture ID. We will not release the child to anyone that is not listed on the green form so **Please keep this form up to date.**

Verification of Legal Custody –If we are to refuse child pick-up by a known mom or a dad we **MUST** have an order from the court. A court order specifies “possession” and who may pick up a child.

Late Pick-ups – Our center closes at 6:00 pm. We allow a five-minute grace period. If you pick up your child after 6:05, a charge of \$1.00 per minute will apply to each minute after 6:00. This fee is due and payable immediately to the closing teacher. Frequent late pick-ups and/or non-payment of late fees may result in termination of enrollment.

Health - We are required to have a physicians’ report verifying overall good health and up to date immunizations. Current immunization status must be maintained throughout your child’s enrollment. Annual vision and hearing screenings are required for enrolled children four or five years of age. Please note our General Health Policy page in this manual.

Nap Time – Pre-school children age five and under are required to rest everyday. Naptime hours are approximately 12:00-2:30 p.m. and mats are provided by the school. Special blankets and small pillows should be brought from home. All belongings must be labeled with your child’s name.

Toys – We ask that children not bring toys to school. We provide ample toys to play with during the day. We will notify you of special “Show and Tell” days when they may choose a favorite toy from home to share with the class. They will not, however, be able to play with that toy during the day. It will be put in a special place to take home at the end of the day. Toy guns and weapons are not allowed anytime!

Clothing - Children's clothing should be comfortable, allowing complete freedom of movement, washable, and suitable for daily indoor and outdoor activities. Since children spend time outdoors almost every day, parents should consider weather conditions when planning daily dress. To encourage development of independent bathroom skills, children's clothing should be **easy for them to manipulate with minimum assistance**. Children must wear shoes which are practical as well as comfortable. A complete change of clothing (every item clearly labeled) should be kept at the Center. Place the clothes in a marked Zip-Lock plastic bag and give it to the teacher.

Meals and Snacks – We provide morning and afternoon snacks daily. Monday through Thursday we provide lunch. On Friday children must pack a healthy lunch in a small lunch box or sack labeled with their name. Each month we make a menu; please be sure to take a copy. If you do not want your child to have the lunch of the day, please send a lunch. Be sure to let your teacher know that you sent a lunch.

Live Pets and Animals – Since pets play a valuable role in a child's development, classrooms will occasionally have safe, live "pets" such as gerbils, hamsters, guinea pigs, mice, tropical/gold fish, snails, frogs, tadpoles, and spiders. In accordance with common sense and licensing regulations, children and staff will practice good hygiene when pets or their "accessories" are handled. Children may not bring live pets from home.

Fire Drills – We are required to hold monthly fire drills. All children, including infants, will be escorted out of the building/playground and relocated to the front fence. Staff remains with the children at all times.

Severe Weather Drill – This drill is held at least twice a year. Children are escorted from their classrooms to the front hallway or to the Busy Bee room, seated against the wall and told to cover their head with their arms. Staff remains with the children at all times.

Field Trips – The three, four and five year olds may take up to four field trips per year. You will receive prior notice of the destination, departure and return times. You must sign a permission slip in advance of the trip. You may also request that your child not go on the trip and stay at the center.

Enrichment Classes – We are proud to offer your child enrichment classes and activities. Some of the classes we have had in the past are gymnastics, dance, computer classes, swim lessons, and cooking class. Check at the front desk for the current classes offered.

Water Activities – Our swimming pool is 20 inches to 3.6 feet. Classes, (Wild Things, Super Stars, Giraffes, and Monkeys) take turns so that older children are not in the pool with younger children. Younger children are restricted to the shallow end. A lifeguard is in the pool with the children while the teacher patrols from the decking. Children in the toddler room (generally 12 months through 2 years of age have 'sprinkler time' and water play. We also have "Water Play Days" on our playground with a water hose, buckets and cups. All children (except infants) need a labeled towel, swimsuit, and "water shoes" at the Center during the warm season! ***Please alert the staff if your child has ear tubes or needs ear protection!***

Parent Conferences – Pre-Kindergarten has one arranged parent / teacher conference during the school year. Please contact us if the need arises for any other conference time.

Class and individual pictures – We try to have a professional photographer take individual and class portraits of the children twice a year. You are able to buy what you want. Additionally, teachers may take snapshots of your children for classroom projects, parent gifts, to display at the center or to be used on the Kids Campus website. At no time will photos of your child be used in any other way without your prior written consent. Please fill out a permission form to let us how you desire your child's picture to be used.

Using our staff for babysitting – We allow our staff (at their sole discretion) to provide the service of babysitting outside of normal center hours. However, it can never interfere in any way with their work day at Kids' Campus Learning Center.

Prayer and Pledge of Allegiance – Our Pre-Kindergarten class says the pledge of allegiance each morning and we sing or say a prayer in each classroom before each meal or snack. We may also occasionally read Bible Stories or sing Bible songs.

Line of Command: Debbi is the owner of Kids Campus. Tammy is the Day to Day Operations Director. If neither Debbi nor Tammy are present at Kids Campus, there will always be a manager in charge. If you are unsure who that manager in charge is, ask your child's teacher.

Handling Parent Concerns - If a problem exists, we want it corrected as quickly as possible. This can only be achieved if it is identified immediately. Parents are asked to refrain from discussing their concerns with other parents until management is given adequate time to respond. Please follow the steps below:

If your concern is with your child

- If there is an incident serious in nature that needs addressed immediately, speak to the Director.
- Otherwise, first discuss your concern with your child's teacher(s). [Note: Other staff at KCLC are discouraged from discussing any concern that has not been addressed by a classroom teacher.]
- If the classroom teacher cannot resolve the concern independently and to the satisfaction of the parent, the teacher will bring the matter to the attention of the Director. If you have not heard from the Director within 24 hours, call the Director.
- If a parent brings a concern to the Director without first consulting the teacher, the Director will ask the parent to confer first with the teacher.
- If the teacher and the Director are unable to arrive at a solution, the teacher will ask the parent to schedule a conference with the Director.
- If the Director is unable to arrive at a solution satisfactory to the parent, within 24 hours, the Director should bring the matter to the attention of the owner (Debbi). For convenience and expediency, the Director may ask the parent or the teacher involved to present the matter to the Owner.

If your concern is with a KCLC policy or procedure

- First discuss your concern with the Director. If the Director is not available, be sure to let the manager on duty know you need to speak to the Director.
- If the Director is not able to resolve the concern independently and to the satisfaction of the parent, the Director will present the matter to the Owner.
- If a parent brings a concern to the Owner without first consulting the Director, the Owner will ask the parent to confer first with the Director.

Modifications to this Manual- The administrator may make periodic changes to this manual. You will be notified in writing of any modifications. You can pick up a copy of this manual in the office or download a copy from our website: www.kidscampuslc.com

Rev. 11/18/2008

Goals of our Curriculum

Our goal at Kids' Campus Learning Center is for the children to become enthusiastic learners. To this end, we encourage the children to be active and creative while exploring their environment. They should try their ideas and think their own thoughts. We want to help children become independent, self-confident, inquisitive learners, in preschool, and throughout their lives. We teach good habits, good attitudes, and help them to develop a positive self worth.

Our curriculum touches each area of development:

Social - We help them feel comfortable in school while guiding them as they develop relationships with fellow classmates through group activities and play.

Emotional - We help them develop pride in their work by giving them positive feedback on their projects, activities and accomplishments. This encourages good attitudes and positive self worth.

Cognitive - We help children become confident learners by allowing them to express their own ideas in projects, crafts, and activities. We guide them in problem solving, letting them arrive at the answer through their own thought process. We ask questions and allow them to answer in their own words. They are given many opportunities to observe and find out how, what, where, and why.

Physical - Children are balls of energy. We involve them in activities that challenge their motor skills development. This is a vital part of our curriculum because children need to be able to "do". Outdoor play occurs on a daily basis unless we have inclement weather.

Our Curriculum is best when teachers and parents work together. Each of us has something valuable to contribute. We do our part in training your child to interact with his/her environment in a positive way. We assess your child to see how he/she is doing in comparison with other children their age. But only you have the in-depth knowledge of your child. You know your child's interests and we trust you will work with our staff by sharing information you deem important for them to know about your child. We ask that you show a great interest in your child's day at Kids' Campus Learning Center.

Pre-K Classroom Emphasis

Age Level – Four and five year olds. Kindergarten preparation is emphasized at this age level. Lessons are geared toward readiness skills and self-expression.

Reading Readiness – Oral language development; readiness for books; discrimination in sounds; repeating a pattern; discrimination of letters; ability to recognize printed name; building a sight vocabulary; ability to recognize rhyming words; ability to retell stories and past experiences; and most importantly, the discovery that reading can be a great source of pleasure and fun.

Math Readiness – Concepts of big and small, few and many, more than and less than; basic numbers 1-10 and 1-100; telephone numbers; addresses; simple shapes; and measuring. A variety of activities are provided to make learning more fun.

Art – Primary and secondary colors; cutting, pasting, and gluing; painting with different kinds of media and textures; weaving; mobiles; holiday projects; seasonal themes and personal creations. Art is fun and promotes visual motor coordination.

Science – Lessons consist of a variety of simple experiments and experiences. It involves investigating, listening, and manipulating. It also means asking questions. The children are introduced to animals, reptiles, plants, planets, and the change of seasons, the five senses, night and day, and much more. The opportunities are endless.

Practical Life – Children are introduced to a variety of tasks often performed in everyday life, including folding a blanket, setting a table, washing dishes, pouring water, washing hands, buttoning, snapping, tying and buckling. This curriculum also includes stranger-danger, telephone manners, emotions, safety rules, and community helpers.

Music – Introduction to songs and musical instruments; concepts of rhythm (fast and slow), pitch (high and low), and volume (loud and soft) are experienced. Children are encouraged to participate during circle time and during large motor activities.

General Health Policy

If a child is sent home with a communicable disease, he/she can only return with a medical release from a physician stating the child is no longer contagious and may safely be involved in group activities. A complete list of communicable diseases and their fact sheets can be found on the web at:

http://www.accesskent.com/Health/HealthDepartment/CD_Epid/Disease_Fact_Sheets.htm

If you do not have access to the web and would like information on any one of the diseases, ask and we'll provide you with the information.

Parents are encouraged to administer medication outside the Center. At the discretion of the Director, a Center staff member may administer medication, on a "best efforts basis". If a child needs to have medicine administered during school hours.

- ✿ We must have written authorization from the parent requesting us to do so.
- ✿ Medication must be in its original container, clearly labeled with the child's full name.
- ✿ If the medication states "Consult a doctor under the age of ____" and your child is under that age, you must have a doctors note stating the dosage of that medication. (cold medicines)
- ✿ Medication must be kept away from children.
- ✿ Medication must be returned to the parent at the end of the day!
- ✿ Parents must complete an "Authorization for Dispensing Medicine" form, which is kept at the front desk by the sign in sheets. A teacher will sign (first and last names) the form in the appropriate area after administering the medication.

The Center and its staff accept no responsibility or liability for any error or omission regarding administration of medications!

If a child displays any of the symptoms below, he/she will be isolated from other children and the parents will be contacted. If the parents cannot be reached, we will call one of the emergency telephone numbers listed on the application form. Arrangements must be made to have the child picked up within one hour.

- ✿ Diarrhea (more than 2 loose stools)
 - must not return for 24 hours after a normal BM
- ✿ Severe coughing
- ✿ Difficult or irregular breathing
- ✿ Yellowish skin or eyes
- ✿ Pink eye (eye does not necessarily have to be pink, but may be discharging mucus)
 - Must not return for 24 hours after treatment or doctor's note
- ✿ Unusual spots or rashes
- ✿ Vomiting (Must not return for 24 hours after vomiting)
- ✿ Severe itching of body or scalp (head lice)
 - Must treat and not return until head is free of lice and nits and eggs.
- ✿ Fever of 99.4 degrees F. auxiliary (under arm)
 - Must not return for 24 hours after auxiliary temperature remains below 99.4 without medication
- ✿ Extreme or unusual behavior

Important Information and Numbers

The office has posted copies of the Center's license, most recent licensing inspection report, and other required notices including the publication "Parents' Guide to Day Care". A copy of the Texas "Minimum Standards Rules for Licensed Child Care Centers" is available in the office and on the web at:

Child Care Licensing Web Site <http://www.dfps.state.tx.us>

Parents should also be aware of the following important contact numbers and information

Local Child Care Licensing Office: 512-834-3195

Kids Campus is required by law to report any apparent incidence of child abuse or neglect defined as "non-accidental infliction or threat of infliction of physical, emotional, or mental harm to a child." "Any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report to any local or state law enforcement agency, and in addition, reports shall be made to (1) the Texas Department of Protective & Regulatory Services; or (2) the agency designated by the court to be responsible for the protection of children." All such reports must contain the name and address of the child, the name and address of the person responsible for the care of the child, and any other pertinent information."

Texas Child Abuse Hotline 800-252-5400 OR <https://www.txabusehotline.org>