

INTRODUCTION

Last Update 01/30/2020

Welcome to Kid's Discovery Academy, INC. The mission of Kid's Discovery Academy, Inc. is to provide a quality early childhood environment. We welcome all children 6 weeks through 12 years of age. Our goal is to provide a safe, comfortable atmosphere, where children may develop academically, socially, physically, and spiritually. This is accomplished with a staff of caring, quality individuals with a genuine love and passion and respect for children. Our motto is "Hand and Hand, Together We Can".

We hope our relationship with you and your child(ren) will always be one from which your child benefits. As in any relationship, expectations on both sides must be clear from the onset. Please read and refer to this handbook. Notice of changes will be posted on parent's information board.

KDA PHILOSOPHY

As a child care provider, my goal is to provide a safe and happy place for children where they can learn and grow physically, emotionally, intellectually, and socially at their own pace. I believe children learn through play and benefit from a structured yet flexible schedule. Activities will be offered which stimulate sensory motor development, language development and social interaction. The development of strong self-esteem is also a major goal. Children will be taught to respect each other, adults, and property.

GENERAL INFORMATION

1. Kid's Discovery Academy, Inc cares for children ages six weeks to twelve years old. The center is open Monday thru Friday 6:15 a.m. to 6:30 p.m.
2. Parents are encouraged to tour the facility and inquire about the programs before enrolling their children. Kid's Discovery Academy, Inc has an open door policy. Open communication between parents, teachers, and the Center Director essential to your child's success.
3. Kid's Discovery Academy, Inc. is an equal opportunity provider. We operate in accordance with Federal and State Laws, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, national origin or political belief. The age range and licensed capacity of the center is posted on the center's State License.
4. All children must be in attendance **by 9:00am** unless a doctor's note is provided. **NO EXCEPTIONS!**
5. Parents please be considerate of the times that your child is in attendance. Studies show that when a child is in care for more than ten hours, that they became fussy and we want to make sure we are keeping your child as happy as possible at their home away from home.

POLICIES

1. The center must have on file an enrollment application and parent agreement form. Medical forms include up-to-date immunization records, physician's statement, necessary emergency medical contact information and emergency medical authorization. Enrollment forms are to be updated once a year.
2. Texas Law requires all children age four and older to be screened for vision and hearing problems upon entering a licensed facility for the first time. Written evidence of this screening must be on file in the Center's office. Parents are responsible for the vision and hearing screening. The screening can be done by the child's physician.

3. Tuition and Fees:

ENROLLMENT FEES

\$60 CHILD

\$80 FAMILY

TUITION

\$230/ WEEK INFANTS ROOM (0-18 MONTHS)

\$200/ WEEK 18 MONTHS-2 YEARS

\$200/WEEK TODDLER ROOM (2 YEARS)

\$180/ WEEK PRE-K 3 (if not yet potty trained \$185)

\$175/WEEK PRE-K 4

\$150/ WEEK BEFORE AND AFTER SCHOOL CARE

\$125/ WEEK AFTER SCHOOL CARE **ONLY** SERVICING PORTER/BEASLEY/AUSTIN/CANNADAY/
FLORENCE/KIMBALL/PRICE/SHANDS/GISD TOLER/DISD LARRY G SMITH

\$150/WEEK SUMMER CAMP

DROP IN FEES

\$50/ DAY INFANTS

\$45/ DAY TODDLER

\$40/ DAY AGEES 3-5 YEARS NOT YET IN SCHOOL

\$30/DAY ALL SCHOOL AGE CHILDREN

\$30/DAY DAY PICK UP FROM SCHOOL

The registration/enrollment fee is non-refundable and to be paid upon enrollment. The enrollment fee covers insurance and administrative costs. A Curriculum Fee of \$100 is due in August. Full tuition is due if your child is a full time student no matter how many days they

attend. Twice a year there will be a supply fee of \$50 for full time children, \$100 for full time children families, and \$10 per school age child.

4. All tuition fees are due and payable on Monday or your child's first day program day. There will be a late fee of \$15 if the unpaid balance is not paid by closing on Wednesday of the week they are due. If payments are not made by Thursday at noon, parent(s) may be phoned to pick up their child. This includes post-dated checks. Repeated late payments may be grounds for termination and your deposit will be non-refundable.
5. Tuition must be paid in the form of a cash, personal check, money order, traveler's check, debit cards, credit cards (Visa, MasterCard, or Discover), or certified check. Checks, money orders, traveler's check or certified checks must be made payable to Kid's Discovery Academy, Inc. Sorry, we cannot accept out-of-state checks. Tuition is non-refundable or will be credited to your child's account.
6. A \$35.00 service charge will be charged for all returned checks. Future payments will then be paid in cash.
7. After one full year calendar year (January-December) of enrollment, your child may be absent from Kid's Discovery Academy Inc. 2 weeks per year without charge. If the absence lasts for more than two week, you must notify the center and pay half the tuition to assure your child's continued place.
8. There are No Refunds on enrollment fees or tuition
9. A two week notice prior to withdrawal is requested so that the child's place may be filled.
10. Parents arriving after 7:00 p.m. will be assessed a **\$1.00 per minute late fee** of which is **due and payable upon late arrival**.
11. Also Kids Discovery is a smoke-free facility so we ask that you refrain from entering the building smelling of smoke. Cigarette butts are not to be discarded in the driveway, on property, yard, or planter. Please respect this.
12. **Holidays-** We will be closed on:
 - New Year's Eve
 - New Year's Day
 - Martin Luther King Holiday
 - Good Friday (Friday before Easter)
 - Memorial Day
 - Independence Day

- Labor Day
- Thanksgiving Day, and the day after
- Christmas Eve- we will close at 5 p.m.
- Christmas Day, and the day after

If the Holiday falls on a Saturday, the center will be closed on the Friday before. IF the Holiday falls on a Sunday, the center will be closed on the Monday after.

13. **Arrival and Departure-** Upon arrival, parents are required by State Law, to leave child(ren) in the care of a staff member, which means you have to walk your child(ren) into the building. Each child must be signed in and out daily by either parent. Kid's Discovery Academy, Inc. will not release your child to anyone, other than those authorized on your child's enrollment form, without written authorization from the parent. Identification (valid driver's license) will be checked on any person we do not recognize on sight.
14. In case of inclement weather, the center will follow Mesquite, Garland and Sunnyvale ISD delays of closing. If Mesquite ISD, Garland ISD, and Sunnyvale ISD schools are delayed or closed; the center will do likewise. The Center will open 30 minutes prior to open of Mesquite ISD, Garland ISD, and Sunnyvale ISD.

TAXES

I will supply you with a year-end tax statement of all daycare fees paid during the year for tax purposes. This will be given to you in January each year or when services are terminated. You may request a statement at any time. Your balance must be current to receive this statement.

HEALTH REQUIREMENTS AND PROCEDURES

1. A current shot record must be returned on or before the first day of attendance and must show that the child has had all immunization required for his/her age group. There must also be a signed statement by the physician verifying that the child is in good health and able to actively participate in a child care program. Current immunization requirements can be found at <http://www.tdh.state.tx.us/immunize>.
2. A medical statement must be signed by the parent authorizing the Director and/or Designee to seek emergency medical care. The Center has permission to take such reasonable measures as are, in the judgment of the Center, necessary to the welfare safety of the child. The Center will administer first-aid including cleaning wounds and applying antiseptics unless parents advise otherwise in writing.
3. In case of illness or injury that requires immediate attention of a physician, the Center will contact emergency medical services or take the child to the nearest emergency room, give the

child first-aid treatment or CPR when needed, contact the physician identified in the child's record, contact the child's parent and ensure supervision of other children in the group. You are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required.

4. If a child becomes ill while in the Center's care, we will attempt to contact a parent to pick-up the child, care for the child apart from the other children, give appropriate attention and supervision until the parent picks the child up and give extra attention to hand washing and sanitation if the child has diarrhea or vomiting. Your child **may not return until 24 hours fever, diarrhea, or vomiting free**. Upon returning to the center a doctor's note stating the child is well enough to return to the center is to be provided.
5. If a child requires medication during operation hours, the parent must sign and date a release form giving the directions of administration. Medication must be in the original container labeled with the child's name, a date, directions, and be age appropriate. We will not exceed any dosage or frequency indicated on the label. Prescription medication must also include the physician's name. We will not administer the initial dosage of medication, except with physician's written permission for life-threatening situations. The Director or Designee will document all doses of the medication administered. All medications are stored in a locked refrigerator, cabinet, or container and are inaccessible to children. Once medication has expired we will not continue to give to the child(ren) until a new prescription is brought to the center in its original package. We will only dispense medicine if it is required more than twice a day.
6. The Center will only accept well children. We ask parents to please help us maintain this policy. If the child is ill or is under doctor's care, the doctor will advise you when the child may return to the center. The Center must be notified of any communicable diseases so that other children in the class may be notified. The communicable disease that will exclude a child from care, including a get-well care program, are defined by the Texas Department of Health (TDH) in 25 TAC 97.7 (relating to Diseases Requiring Exclusion from Child-care Facilities and Schools). You can access this information from the Texas Department of Health or Licensing Staff.
7. **Illnesses**-Kid's Discovery Academy will exclude an ill child for care if one or more of the following exists:
 - (1) The illness prevents the child from participating comfortably in child-care center 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 in care;
 - (3) The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities:
 - A. Oral temperature is 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
 - B. Rectal temperature of 101.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
 - C. Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;

- D. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may severely ill; or
 - (4) A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.
 - (5) The child must be fever free for 24 hours before returning to KDA.
8. **Head lice-** A child may return the center after a thorough treatment. Children must have an additional treatment 7-10 days from the first treatment to kill any eggs which may have hatched.
9. **Allergies-** Please communicate any eating difficulties or food allergies your child may have. Alternate provisions are made for children with allergies, other special nutritional needs, or religious reasons.
10. **TB TESTING-** TB Testing is not required for our children according to the State of Texas.
11. The proper equipment required by Kid's Discovery Academy for diaper changing is a diaper-changing table or surface that is smooth, non- absorbent and easy to clean, areas that children come in close contact with during play or eating, such as dining tables, sofas, or floor play areas for diaper changing, a changing area that is above the floor level must have safety mechanism that prevents the child from falling from the surface and that is used at all times when a child is on the surface, and must have a hand-washing sink in the diaper-changing area.
12. Kid's Discovery Academy will take prevention to keep germs from spreading when diapering a child. To prevent the spreading of germs:
- (1) **ALL** Staff and children will wash their hands (the infants hands will be washed and will watch a child of age);
 - (2) If disposable gloves are used, they will be discarded after each diaper change and hands washed thoroughly;
 - (3) Caregivers with open wounds and/or injury that inhibits hand washing, such as cast, bandages or braces, must NOT change diapers;
 - (4) Diaper changing area must be sanitized after each use. However, if you are changing diapers on a number of children consecutively, you may cover the surface with a non-absorbent paper liner that is disposed of between each diaper change or wipe the surface dry after approximately 2 minutes of contact with the sanitizing solution.
 - (5) You must cover containers used for soiled diapers or keep them in a sanitary manner, such as placing soiled diapers in individual sealed bags
13. At this time we do not require any of our staff to be vaccinated.

FIRE SAFETY

We have a written fire evacuation plan and practice a fire drill with the children at least once each month. In addition, we incorporate fire safety curriculum into my program occasionally. KDA is inspected regularly for fire safety. We also keep a written tornado plan and evacuation plan. If we have to evacuate the center for any reason we will relocate to Cornerstone Learning Center at 5929 Northwest Dr, Mesquite, TX 75150.

SAFETY

Kid's Discovery Academy Inc. is a gang-free zone. Also if an emergency does occur that will disrupt care such as a power outage we will notify you immediately to come pick your child(ren) up.

PERSONAL ITEMS

1. All children under the age of three needs to bring a change of clothes and an adequate supply of diapers or training pants, if applicable. Please be sure all items are labeled with child's first and last name. Soiled clothing will be sent home and a clean change of clothes should be brought back the next day.
2. Children may bring a small blanket for nap time. Blanket must fit in your child's cubby without hanging out. Blankets should be taken home every Friday to be washed and returned on Monday. Nap maps are provided by the Center.
3. When dressing your child for school, please remember that the child will be participating in outdoor activities and in art projects which may include paint and glue. Children should be dressed appropriately for the weather.
4. Each child has a cubby assigned to him/her in which to keep personal possessions and any take home material. Children are discouraged from bringing toys, candy, etc. from home; which may get misplaced at the Center or create sharing problems with other children. KDA is not responsible for any loss or breakage of your child's personal items. All personal items must be clearly marked with the child's name.
5. If it becomes necessary for me to purchase supplies and/or requested items for your child(ren), you will be billed on your next payment due date.

MEALS AND SNACKS

1. Meals and snacks are provided. Meals and snack menus are posted on the Parent bulletin board in the foyer. If your child has an allergy to any food or food product, please notify the Director immediately. Supper is also provided.
2. Outside food is prohibited. Alternate provisions are made for children with allergies, other special nutritional needs, or religious reasons.
3. Breakfast is served until 8:30 am. Please have your child here before that time if you want them to eat breakfast. If your child arrives after 8:30 we will have expected them to have eaten at home. Lunch is served at 11:30am, PM snack at 3:00 pm and dinner at 4:45 pm. Children who choose not to eat will not be served food until the next meal or snack.
4. **Infants-** Written feeding instructions are required from parents of infants including type of food and/or formula, amount of food and/or formula, and feeding times. These forms need to be updated every 30 days.

DISCIPLINE POLICY

1. It is our policy to discipline the children in a positive manner. A healthy self-image comes from positive experiences like being praised for good behavior and repeatedly experience success. Kid's Discovery Academy, Inc. discipline guidelines are fair and consistent and encourage children to make wise decisions. At Kid's Discovery Academy Inc., disciplines consist of positive reinforcement, redirection, encouraging the child(ren) to solve problems themselves, intervention and discussion, loss of privileges. The use of physical punishment or withholding food is against the policy of the Center.
2. If behavior problems become a persistent problem or become disruptive to the other children, a Director/Family conference will be requested.
3. If behavior problems remain a persistent issue despite all conferences held. Kid's Discovery Academy, Inc. reserves the right to ask you to make alternative arrangements for the care of your child.
4. You are not allowed to physically discipline your child(ren) on KDA property.

TOILET TRAINING

Toilet training will be done in a relaxed manner with the cooperation of the family. If potty training is begun when your child is ready, the task is easy and quick. When we agree that the time is right for your child and until he/she is totally successful in his/her toileting, he/she should wear clothes that promote their independence. In addition, your child must have two complete changes of clothes (don't forget the socks!) The best items are shorts and pants with elastic waists, or dresses. Try to avoid really tight clothing, pants with snaps and zippers and belts, overalls, and onesies. These are difficult for children to remove "in a hurry".

NAPS & QUIET TIME

All children are required to lie down for a rest period in the afternoon. All children must nap, rest, read or play quietly during this period. Rest time gives everyone a much-needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not real happy when they go home in the evening. KDA would ask that you please avoid picking up or dropping off your child during naptime, as it disturbs the other children's rest period. Infants nap at varying times and their schedules will be accommodated. Somewhere between 12 and 18 months, children usually drop down to one nap per day. At this time, we will attempt to put them on the scheduled nap/rest period. Naptime is between 12:30pm-2:30pm.

Safe Sleep Policy

Also here at KDA we practice safe sleep in our infant room. All infants that cannot roll over by themselves must sleep on their backs unless there is a physician statement stating otherwise. Also we do not allow blankets in our infant room. All staff, substitute staff, and volunteers at KDA will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].

- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing (such as sleepers or footed pajamas) as an alternative to blankets [§746.2415 and §747.2315].
 - Place only one infant in a crib to sleep [§746.2405 and §747.2305].
 - Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant’s clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315].
 - If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2426 and §747.2326].
 - Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes ecigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
 - Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
 - If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
 - Awake infants will have supervised “tummy time” several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
 - Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant’s health care professional [§746.2428 and §747.2328].

CURRICULUM/DAILY LESSON PLANS

We use Frog Street and Big Day Curriculum

- **Infants-** (6 weeks-17 months)- Our “Baby Stars” enjoy such activities as “Tummy Time” to exercise and play; time outdoors to observe their surroundings visual and auditory stimulation (utilizing age appropriate flash cards and visual as well as music and stories, etc.); opportunities for sensory stimulation; and small and large muscle

development. If you do decide to breastfeed your child(ren) you are allowed to do so in the designated area in the infant room.

- **Toddlers** (18 months-2 years) – Our “Baby Venus and Lil Mars” will have daily activities which encourages their sense of discovery while building vocabulary, encouraging imagination and personalization learning. Skills and concepts includes: talking and listening; vocabulary; colors; social/emotional development; self-concept; small/large muscle development and creative expression.
- **Preschool** (Children 3 years old)- Our “ Junior Plutos” will have activities that encourages their language development and literacy; the alphabet; number 0-12; counting, sorting, patterning; shapes and colors; positional concepts and one-to-one correspondence, socialization; health and safety independent thinking; creative expression and the Bible.
- **K-4 & K-5** (Age 4 and 5 year olds) - Our “Lil Rockets and Super Comets” will have activities that encourage reading, writing, math, art, music.

PARENTAL INVOLVEMENT

You are your child’s first teacher so here at KDA we invite you to get involved in your child’s learning process. There will be times and ways you can get involved in your child’s child care experience. You are welcomed and encouraged to participate in any or all of these. Some examples of ways to be involved include:

- Chaperoning on field trips with a cleared background check through DPS
- Lending objects for units of study
- Coming and talking about your job, when asked
- Helping your child at home with the concepts we are studying here (see monthly newsletter)
- Helping to provide treats or other items for our parties

Research shows children whose parents read to them at home recognize letters of the alphabet sooner than those whose parents do not, children whose parents teach them how to write words are able to identify letters and connect them to speech sounds, children whose mothers use complex sentences in their everyday conversations achieve high scores on literacy-related tasks in kindergarten.

PARENT-FACILITY COMMUNICATION

1. Parents are to notify the office of any changes with child(ren) information immediately. This is the upmost importance for the child’s safety and health.
2. Notices of field trips, snack items, class information and other items of interest to parents will be posted on the parent information board in the foyer.

3. Parent may schedule caregiver conferences through the office or with the caregiver. Parent conferences are offered twice a year.
4. The Director is also available for parent conference and must be made aware of any schedule conferences with the caregiver.
5. Parents are invited to visit our Center and classrooms at anytime during operation hours.
6. The following records are kept on file in the office:
 - a. Daily Attendance
 - b. Emergency Information
 - c. Health records, immunizations, vision/hearing results for 4 &5 year olds, medication records, special treatment required, enrollment agreement, etc.
7. Public School children are exempt from immunization record.
8. The Staff will make every effort to ensure the safety of your child while in our care. Unfortunately, minor accidents may occur. We will notify you in the event of illness or accident. In case of a serious accident or injury, we will call 911, administer CPR, call your doctor and call the parent of the child. If we cannot reach you, we will call the person you have indicated on the enrollment forms to make the medical decisions for your child.
9. If an incident occurs while your child(ren) are in our care you will be asked to sign an incident report. We will make a copy for your records and place the original in the child's file.
10. Emergency drills are held periodically to acquaint your child with evacuation procedures. This may make quite an impression on your child the first time the drill is performed. Your child will soon become accustomed to it and will now just want to do it in the event of an emergency.
11. Parents are welcome to review our most recent Licensing inspection report. This report will be posted on the Parent Board located in the front of the Center. A copy of minimum standards will be in the office for parents to review or can be viewed at the TDFPS website: <http://www.tdprs.state.tx.us>. Parents are welcome to review our policies of the Center.

Parents may contact the Child Care Licensing Office Intake at 214.583.4253 or 1.800.255.5400, 8700 North Stemmons Freeway, Ste. 104, Dallas, Texas 75247

Process of Dis-enrolling

Despite our best efforts to support families, on occasion there are situations or actions that may warrant a need to find

a more suitable setting for a family and their child. The following are examples of these situations:

- failure to abide by center policies
- demands for special services that are not provided
- family is physically or verbally abusive to center staff, children or any other person in the center
- the child's tuition is delinquent
- the center is subjected to harmful behavior
- a child is unable to participate in group experiences

Conflict Resolution

There are unavoidable conditions or conflicts in everyday life that are potentially undesirable. It is critical that before conflict arise; an atmosphere exists that promotes mutual respect, tolerance and clear, honest communication. The emotional health of the center is not revealed by the absence of conflict, but its effective resolution. Our aim is to respond to all family grievances within a reasonable time frame and to resolve them as soon as possible.

The aim of the center is to satisfy our families with quality programming. If a specific concern arises, parents may complete a communication form available at the receptionist's desk. This form is to be used when addressing all concerns. Examples include parent/teacher conference request, concerns about your child, classroom concerns, co-worker to co-worker concerns, or if you have an administrative question. Completed forms are turned in to the Director's office. The Director will review the communication form and either set up an appointment or offer a solution. If the solution does not meet the necessary requirements, an appeal may be offered. A meeting will be scheduled to address the concern and find another possible solution. Proper use of the form will provide assistance and efficiency in maintaining good communication and documentation of parent and staff needs.

TRANSPORTATION POLICY

It is the policy of Kid's Discovery Academy, Inc. to provide transportation to/from field trip activities for every child who needs this service in which a permission form is on file in the office prior to the actual transportation taking place. All children will be restrained via safety restraints which are provided on the buses or in a child safety seat if under four years of age and booster seats for nine and under.

Kid's Discovery Academy, Inc. will provide transportation to and from school.

If transportation is needed for emergency treatment, either a bus will be provided or EMS will be contacted for transportation at the sole discretion of the Director or Designee in charge. A signed permission area on the enrollment form is required at admission on all children that receives care at Kid's Discovery Academy, Inc. regarding transportation for emergency purposes.

If you do not need Kid's Discovery Academy Inc. to pick your child up from school a phone call should be made before 1:00 pm to inform office staff. Failure to inform the office will result in \$10.00 per child charge.

If your child needs to be transported to school your child must be at the center by 6:50 am and if you want your child to receive breakfast they must be here by 6:30 am. Buses depart from the center at 7:00 am to have the children to school in a timely manner. Once our buses leave they will not return to pick the child(ren) up and they may not be left at the center for the day. NO EXCEPTIONS!

EMERGENCY PREPAREDNESS PLAN

An emergency preparedness plan is designated to ensure the safety of the staff and children during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuation and relocation. The plan addresses the types of emergencies most likely to occur in your area including but not limited to natural events, communicable disease outbreak, and human-caused events such as an intruder with weapon, explosion or chemical spill. All staff must know and practice all emergency procedures.

When the decision is made to evacuate the Center, the Director will make the announcement in the most expeditious way possible that all person are to evacuate to assigned assembly area blue wall on playground and wait for further instructions. The building is to be evacuated completely. In the event of an off-site relocation be deemed necessary we will relocate to the: **Gateway Apostolic Church 901 Barnes Bridge Rd. Mesquite, TX 75150, all children and staff will walk next door to church. Parents would be notified where to pick their children.**

*Teachers will stay with their own classrooms and will keep the repeated count while the person in charge (**director**) will contact the emergency authorities (**911**) and the parents/guardians of children using the following phone number **469-644-4125** Parents/guardians will be contacted in the following order special needs, infants/toddlers, two's, three's pre-k, school-age.*

Emergency Procedure - Lockdowns

If a potentially dangerous person enters the Center, an alarm system is activated to notify all employees. Notify 911 or other designated emergency numbers immediately. Provide as much information as possible, including your address. Stay calm and cooperate with the person. Employees are to move children to a safe place if it is possible. Lock doors. Make no sudden movements. Turn cell phones off. Wait for an "all clear" before leaving the area.

**THREATENING SITUATIONS WILL RESULT IN A COMPLETE LOCKDOWN.
REMAIN IN LOCKDOWN UNTIL NOTIFIED.**

All entry doors to the center will be locked. No one will be allowed to enter or leave the premises. Employees arriving during the lockdown procedure must leave the premises and call the Center for clearance before returning.

Emergency Contacts

Employees are required to submit a list of emergency contact names and numbers on the Emergency Contact Form in the Employee Packet. This information is reviewed periodically for revision and updates and is critical for medical emergency situations.

Contacting Parents

To contact the parents/guardians, first we will try to reach them at the # they have provided to contact them; in the case that we were unable to contact them, we will then proceed to contact the emergency contact person for that child provided by the parents/guardians.

FIELD TRIPS AND SPECIAL ACTIVITIES

Field trips are activities that are planned off center premises; i.e. library, roller skating, bowling, etc. For the safety of your child and because Kid's Discovery Academy, Inc. feels that field trips are privileges that are gained through maturity, children two and under will not go on field trips. Children three years of age shall only be allowed to attend special field trips.

Field trips are both fun and educational. All field trips are posted, along with a field trip route taken. A signed permission slip will be required before any child may participate in a field trip and any money due must be paid in advance. Parents are welcome to accompany their children on field trips when possible. Parents must provide their own transportation. Some children may not be allowed to attend if their behavior threatens the security of the child and/or the group. Parents will be informed if their child does not attend a scheduled field trip for which they gave permission.

Water activities will be posted on Parent information board. These may include, but not limited to: wading, and water play. A signed permission slip will be required.

ANIMALS

NON-APPLICABLE

NON-DISCRIMINATION STATEMENT

Kid's Discovery Academy Inc. is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees without regard to race, color, religion, creed, gender, age, national origin, pregnancy, disability or veteran's status.

Further, Kid's Discovery Academy Inc. is an equal opportunity service provider and will provide its services to children and/or their family without regard to the child or family's race, color, creed, religion, gender, age, national origin, pregnancy, disability or veteran's status.

Any employee who acts in a discriminatory manner towards any person will be subject to disciplinary action up to and including termination. This includes overt acts of discrimination through speech, writing or behavior as well as acts of indifference, failure to acknowledge another person and/or failure to act in a professional manner towards another person.

PLEASE NOTE

Child abuse and neglect are against the law in Texas, and so is failure to report **suspected cases of child abuse**. If we/you suspect a child has been abused or neglected, the law requires that we/you make a report to the Texas Department of Protective and Regulatory Services (DPRS). Persons making reports in good faith are protected by law from liability, and identities are kept confidential. Persons making false and malicious reports are open to the scrutiny of the criminal justice system.

To report DPRS, contact the department's local Protective Services office, or call the special toll-free Child Abuse Hotline (1-800-252-5400, or voice TDD).

Please contact the Center Director about any questions or concerns that you as a parent may have.

Child abuse/ neglect

If you suspect child abuse or neglect you do not have to report it to a staff member or office member. You have been and will be educated on how to recognize the signs of abuse or neglect and are free to report to TXDFS 1-800-252-5400 if you feel there is just cause. The number to report abuse and neglect is posted in every classroom on the parent information board.

KID'S DISCOVERY ACADEMY, INC.

We hope that Kid's Discovery Academy, Inc. provides a positive growing experience for both child and parent. We encourage parents to become involved in their child's learning process, both in our classroom and at home!

Thank you for choosing Kid's Discovery Academy, Inc.!!!

Parent Handbook Confirmation of Receipt

I/We, the parents(s)/ legal guardians of, _____

Acknowledge that I/We have received a copy of the Kid's Discovery Academy, Inc. Parent Handbook and have been given the opportunity to read the manual and ask questions about and understand the policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the manual. I understand this Parent Handbook is not intended to cover every situation that may arise, but simply is a general guide to the Center's policies.

Kid's Discovery Academy, Inc. reserves the right to alter, amend or otherwise modify these guidelines, in its sole discretion, without prior notice. I also understand that the Center may make exceptions to interpret, depart from and apply provisions in this Parent Handbook as it sees fit in its sole judgment and discretion.

I further understand that this Parent Handbook supersedes and replaces any and all prior handbooks or materials previously distributed.

I acknowledge receipt of Kid's Discovery Academy, Inc. operational policies including for those discipline and guidance.

Parent Signature

Date

Parent Signature

Date

Director's Signature

Date