



PARENT'S HANDBOOK (2017)
KIDDOS' KOLLEGE
KIDDO CARE LEARNING CENTER (KKCCLC)
4103 WEST STAN SCHLUETER.
KILLEEN, TX 76549

“WHERE YOUR KIDDO IS LIKE ROYALTY”

KIDDOS' KOLLEGE
“WHERE YOUR KIDDO IS LIKE ROYALTY”
PARENT HANDBOOK

INTRODUCTION

Welcome to Kiddos' Kollege Child Care Learning Center. We are very happy to have your kiddo join our Kiddos' Kollege family. We will provide your kiddo with the very best “early childhood” program available.

This handbook has been prepared to acquaint parents/guardians with the operation of Kiddos' Kollege CCLC. It is designed to promote better communication between you, the parent, and the center. You are responsible for complying with the contents of this handbook, so please read it carefully and ask any questions you may have.

A close school relationship is very important to us at Kiddos' Kollege; as well as the education of our kiddos. We hope to provide the kind of information about the center that will promote parental involvement and an atmosphere of mutual understanding.

Kiddos' Kollege reserves the right to change the provisions of this handbook at any time. This handbook may not contain all information parents are looking for; however, we will provide the necessary information through various notices and parent meetings.

OUR PHILOSOPHY

We recognize and respect the uniqueness and potential of all kiddos, their families and their cultures. We believe in providing our kiddos with activities that encourage them to explore, learn and be a part of an environment where they have the freedom to be individuals, while being team players. We desire to strengthen each kiddos' own identity and teach them to respect others that may be different.

Our classrooms offer a wide range of developmental activities at different learning levels. We believe in promoting activities that offer challenges.

Our staff demonstrates good judgment, patience and self-control at all times. We treat every kiddo with respect, acceptance, and lots of loving care with a learning environment so we can prepare our kiddos' for the world that awaits them.

Kiddos' Kollege is committed to earning and keeping the trust that you've placed in us to care for your kiddo. We will strive to be the best providers for your kiddos.

KIDDOS' KOLLEGE
 “WHERE YOUR KIDDO IS LIKE ROYALTY”
 PARENT HANDBOOK

CONTENTS	PAGE
COVER PAGE	1
PHILOSOPHY	2
INTRODUCTION	2
CONTENTS	3
ENROLLMENT FORMS	4
HOURS OF OPERATION	4
REGISTRATION FEES & PRICES	5
NON-DISCRIMINATORY	5
TUITION	5
VACATION	5
LATE PICK UP CHARGES	5
ARRIVAL	6
DEPARTURE	6
MEALS AND NUTRITION	6
HEALTH / ILLNESS	6
MEDICATION	7
NAP TIME	7
FIELD TRIPS & ACTIVITIES	7
TRANSPORTATION	7
INSPECTIONS & INFORMATION	8
EMERGENCY DRILLS	8
INCIDENT / ACCIDENT	8
PERSONAL BELONGINGS	8
GUIDANCE / DISCIPLINE	8
SCHOOL PICTURES	9
WITHDRAWAL	9
TEACHER CONFERENCE	9
ADDITIONAL INFORMATION	9

KIDDOS' KOLLEGE

“WHERE YOUR KIDDO IS LIKE ROYALTY”

PARENT HANDBOOK

ENROLLMENT FORMS

The center must have all necessary forms completed before a kiddo will be admitted. This is very important to comply with State Mandatory Regulations. The Mandatory forms are:

- * Completed enrollment form
- * Current immunization records
- * Well Child Statement signed by his/her doctor
- * Name and phone number of a local emergency contact person other than parents
- * Name, phone numbers, and driver's license numbers of every person allowed to pick up the kiddo
- * Notarized custody agreement or other legal documents (If needed)
- * Copy of parents' driver's license for possible field trip assistants
- * Release forms from center activities
- * Parents acknowledgment signed sheet
- *Tuberculin / hearing and vision requirements

Please keep all of your kiddos' information up dated at all times (It's the parents' / guardian responsibility not the center). Please keep Kiddos Kollege informed of all pertinent changes.

HOURS OF OPERATION

Kiddos' Kollege is open from 5:30 a.m. to 6:00 p.m. Monday through Friday during the year. The following days the center will be closed: (Days are subject to change)

New Year's Eve and New Year's Day
Martin Luther King Jr. Day
Presidents Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day and day after
Christmas Eve and Christmas Day



If KISD (Killeen Schools) are closed due to bad weather, the center is closed as well. Inclement weather may be hazardous; so as to preclude or interrupt regular kiddocare service at any time, Kiddos' Kollege will be closed or will postpone opening at a later time. Due to fixed cost, averaged over a calendar year, there is **No reduction in tuition for these days**. It is our intent for parents and kiddos to arrive home safe under good weather conditions.

REGISTRATION FEES & PRICES

KIDDOS' KOLLEGE
“WHERE YOUR KIDDO IS LIKE ROYALTY”
PARENT HANDBOOK

Kiddos' Kollege requires a NON REFUNDABLE \$75 registration fee plus the first week payment (non-refundable), to reserve a slot for your kiddo.

Prices schedules are as follows:

Infants.....	\$160.00 a week/\$640 monthly
Toddlers.....	\$135.00 a week/\$540 monthly
Preschool.....	\$125.00 a week/\$500 monthly
School Age.....	\$70.00 a week/\$280 monthly (before & after school \$80/\$320)
Summer/Winter Break Rates (school ages)	\$100.00 a week

**** Rates are subject to change. Parents will be given 30 days notice prior to any increase in rates. ****

NON-DISCRIMINATORY

Kiddos' Kollege strives to provide quality and affordable childcare for all kiddos regardless of race, religion, political belief, age, disability, color, sex or national origin. If at anytime we find that we cannot meet the needs of your kiddo or kiddos, you will be informed of such and given two weeks to locate a different child care facility to serve you. Each kiddo will be given an initial two weeks probationary period to allow your kiddo to adapt to the center.

*****Kiddos' Kollege reserves the right to deny service to anyone.**

TUITION

All tuition is due in **advance** on the first of every month. If tuition is not paid by this time, a late charge fee of \$10.00 will be charged the first day and \$10.00 per day after, per kiddo. If fees are unpaid 3 days after the due date, your kiddo will not be admitted until full payment is made. The tuition is the same whether in attendance 1 day or 5 days. There will be no exceptions. This includes holidays or illnesses. Parents are responsible to pay the quoted tuition in the parents' contract whether a kiddo is in all or part of the week. Such actions are necessary to hold your kiddo's position in our center. Our center is limited to the number of kiddos we are allowed to enroll; it is necessary that you understand our policies. LATE FEES WILL BE ENFORCED. There will be a \$25 charge for all RETURNED CHECKS and a \$10.00 late fee due to your payment now being late. After two returned checks your account will be place on a money order or cash basis only.

VACATION

Parents will be authorized **2 week annually** at a discount rate of ½ your tuition rate to hold your kiddo's place at Kiddos' Kollege. All other weeks are at the full rate. Vacation forms must be filled out prior to all vacations. If you decide to move your kiddo from the center and then return, you must pay the registration fee of \$75.00 and the first week of enrollment (IF SPACE IS AVAILABLE).

KIDDOS' KOLLEGE
“WHERE YOUR KIDDO IS LIKE ROYALTY”
PARENT HANDBOOK

LATE PICK UP CHARGES

A \$10.00 fee will be charge for the first 1-10 minutes and \$5.00 for each additional minute per kiddo after closing time (6:00p.m.) which must be paid upon pick up. This is because your kiddo's teacher is no longer on the clock. She or he is using his or her personal time for the care of your kiddo. During this time the school's insurance can not financially compensate you if your kiddo is injured. Under the minimum standards Kiddos' Kollege has the right to call the proper authorities for any kiddo that is not picked up by 6:30 p.m. By state law, we will not allow any one less under the age of 16 years of age to pick up your kiddo.

ARRIVAL

Upon arrival at the center, **every parent/guardian is required to log their kiddo(s) in our electronic system as well as sign their kiddo(s) in on the manual attendance roster.** This is the opportune time to ask any questions/concerns you might have and to receive any updated information from your kiddos' care provider on duty. All kiddos must be awake during drop-off at the center to ensure the well-being of your kiddo. We have the right to question a kiddo or parent about any bumps, bruises or any physical conditions that has happened prior to the arrival at the center without prior approval from the parent or guardian. The incident or information will be documented. We require all parents to bring their kiddo(s) prior to 9:30am to avoid missing their daily curriculum . Exception to this rule is a doctor's appointment. Please ensure the entrance door is closed and security doors are secured upon entering and exiting the center.

DEPARTURE

Only authorized persons may pick up your kiddo. They must be listed on the enrollment form and must be 16 years of age or older. The designated person must show a valid picture identification at the time of pick up. KK must be notified of any changes by the parent or guardian in writing a day prior to a change in pick up. Please ensure that the entrance door is closed and the security door is secured upon departure from the center.

In the event an emergency arise and the parent/guardian is in need of someone other than who is on the kiddo's enrollment form to pick the kiddo up, an email that contains the date, time, and name of the new individual picking up the kiddo must be sent prior to pick up. Upon arrival the new individual must present a photo I.D. that contains the same information as in the email. This is for your kiddo and your protection.

MEALS AND NUTRITION

We will provide a healthy breakfast, lunch and snack. Times are estimated as follows:

Breakfast	8:00 A.M. To 8:30 A.M.
Lunch	11:20 A.M. to 12:00 P.M.
Afternoon Snack	3:00 P.M. to 3:30 P.M.

KIDDOS' KOLLEGE
“WHERE YOUR KIDDO IS LIKE ROYALTY”
PARENT HANDBOOK

We have a weekly menu posted on the bulletin board of what will be served during the week. We will encourage, but not force your kiddo to eat. Meals are served family style with staff role modeling appropriate behaviors and table manners. Any kiddo arriving after 8:00 the parent/guardian must accompany the kiddo for breakfast due to all teachers will have reported to their respective class rooms to begin their daily curriculum. If your kiddo has special dietary needs, please provide us with signed instructions from a healthcare provider. Menus are subject to change. We participate in the State of Texas Special Nutrition Program (Food program). Outside food is not allowed unless due to medical or religious reasons and must be approved by a doctor or legal personnel. As a parent/guardian you have the right to breast feed or provide breast milk for your kiddo in our care. **Kiddos' Kollege will provide a discrete area for all mothers wishing to breast feed during business hours.**

HEALTH / ILLNESS

All parents are responsible for providing a copy of hearing & vision screening once their kiddo reaches the age of 4. It is important to make alternate arrangements for your kiddo when he/she becomes ill. State Regulations does not allow a sick kiddo to remain at the center. You will be asked to keep your kiddo until all symptoms of illness have passed and the kiddo is no longer contagious. Unfortunately, minor accidents or illness may occur at any time. We will make every effort to contact the parent, guardian or emergency contact to pick up your kiddo immediately (**WITHIN ONE HOUR**) or the proper authorities will be called. If we cannot reach anyone, only the Director/Assistant will make the appropriate medical decisions for your kiddo. For this reason, it's imperative that all emergency contact information be current at all times. The kiddo will be isolated from the rest of the kiddos until you arrive. Once the kiddo is picked up he/she may not return within 24hrs after pick up. Unless your kiddo has a physician note stating that the kiddo is not contagious and all symptoms are completely clear of any visual/physical appearance. Examples (not limited to):

- A fever of 100 degrees or higher without medication
- Vomiting constantly three times
- Loose or bowel movement three episodes
- Communicable disease (pink eye, strep throat, etc.)
- Open rash or sores
- Eye discharge
- Lethargy
- Head lice
- Hand, Foot and Mouth disease

KIDDOS' KOLLEGE
“WHERE YOUR KIDDO IS LIKE ROYALTY”
PARENT HANDBOOK

MEDICATION

Medication forms must be completed and signed before our staff is allowed to administer medication. By signing the medical form you the parent/guardian releases Kiddos' Kollege and its employees from all liability from any negative reaction your kiddo may suffer from such medication. We will administer medication to any kiddo only one dose of medication at lunch time. If your kiddo requires medication twice a day, parents must administer the first dose prior to coming to school. All medications must be labeled in their original containers indicating name, type, dosage and day of prescription. All prescription medicines must be taken home daily. Over the counter medications will not be given. It must be in the original prescribed container and labeled with the kiddo's full name. Since many medications may have various side effects, we ask parents to inform the teachers if your kiddo is taking any other medication that is not being administered at the center.

NAP TIME

A rest period is provided for each kiddo every day (after lunch).

FIELD TRIPS & ACTIVITIES

Throughout the year field trips and activities will be planned. Parents are encouraged and welcome to participate at any time. Notices will be posted at least 48 hours prior to the trip or activity. By state policy, it is mandatory that all kiddos who will participate in all field trips must have a signed permission slip and must wear some sort of identifying item associating your kiddo with KK. Any kiddo not having a signed permission slip will not be allowed to attend and will be left at the center with other kiddos and staff not attending the trip. During these times of field trips and activities, ratios may be affected at the center which will call for KK to have your kiddo attend the event. Your kiddo will be required to attend but not in the field trip or activities. There will be activities provided for your kiddo. While some activities and field trips are free, many require a small fee funded by parents.

TRANSPORTATION

We provide transportation to and from designated public schools and field trips. All kiddos are required to wear safety belts at all times. Food and drinks will not be allowed on the vehicle. **Kiddos who disobey the van rules will be suspended from riding the van.** Safety is our number one priority.

INSPECTIONS & INFORMATION

We have annual and monthly health, fire and sanitation inspections by the appropriate officials. A copy of the State Minimum Standards, Local Licensing Office
Tel # (254) 526-9011 / 405 East Elms Rd. Killeen TX 76549. DFPS child abuse hotline
(Tel # 1-800-252-5400 www.dfps.state.tx.us) are posted, for your viewing.

KIDDOS' KOLLEGE
“WHERE YOUR KIDDO IS LIKE ROYALTY”
PARENT HANDBOOK

EMERGENCY DRILLS

By state law we are required to perform monthly fire drills to familiarize our staff and kiddos with evacuation procedures. This may make quite an impression on your kiddo the first time a drill is held, but your kiddo will soon become accustomed to it and know what to do in case of an emergency.

MEDICAL EMERGENCIES

In case of an injury that a kiddo requires medical attention or needs to go to a medical facility during an emergency, the Director/Assistant or the person in charge at the time of the incident will contact the parent immediately. If the injury is a life threatening condition the emergency number 911 will be called. If the injury happens outside the center (field trips, etc.) the kiddo will be taken to the nearest medical facility. All the necessary steps will be taken to contact the parent/guardian as soon as possible. This is why it is imperative to have current emergency contact numbers at all times.

INCIDENT/ACCIDENT

Our teachers will report all incidents and accidents in writing. At times depending on how severe the incident/accident may be, you may receive a courtesy call by the Director/Assistant Director. It is very important to have current emergency contact numbers at all times. All incident/accident forms must be signed by the teacher, director & parent. All changes must be reported to the Director/Assistant Director immediately.

PERSONAL BELONGINGS

Items brought from home (personal jewelry, sippy cups, toys, tablets, cell phones etc.) are not allowed to be brought into the center. Kiddos' Kollege is not responsible if loss or damage occurs. Parents are responsible for taking all towels and pillows home to be washed and cleaned every Friday and returning them on Monday. We ask that you to label all belongings with your kiddo's name to avoid loss or confusion with other kiddos's' items. For the safety of your kiddo, flip-flops and open toes shoes are not allowed at the center.

GUIDANCE/DISCIPLINE

Our teachers employ positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction through the use of redirection techniques, or possibly a time out method. (This is a supervised separation time one-minute per year of age) and understand the Disciplinary and Guidance Policy in the State Minimum Standard Policy. Kiddos Kollege will be consistent in understanding of your kiddo's needs and development. If your kiddo is experiencing a change in the home environment that may result in changes in behavior at the center, it is important for you as a parent to notify the director and teacher. Your kiddo will be given a two-week probationary period in which his/her behavior will be monitored. In extreme cases suspension and dismissal may occur without notice if your kiddo presents a danger to himself, other kiddos, or staff. Your kiddo may not return and no tuition will be refunded.

KIDDOS' KOLLEGE
“WHERE YOUR KIDDO IS LIKE ROYALTY”
PARENT HANDBOOK

SCHOOL PICTURES

During the year a professional photographer will take school pictures. We will notify you in advance when the time comes. Photos may be taken of your kiddo to be used in classroom displays, art work or advertising purposes. Any concern must be directed to the director/assistant director.

WITHDRAWAL

Parents/guardians are required to give a **two weeks' notice** in writing prior to leaving the center. Any amount of fees due must be paid by the withdrawal date. If not paid, the matter will be forwarded to a collections agency for further action.

TEACHER'S CONFERENCE

Any parent needing a conference with your kiddo's teacher should contact the director/assistant director at any time. A time will be available for a conference acceptable to both you and your kiddo's teacher.

ADDITIONAL INFORMATION

We have an open door policy. You are welcome to observe your kiddo at any time. Please keep in mind not to disturb our class activities. For the safety of all kiddos, no parents /guardian will be allowed to talk to any other kiddo regardless of any incident concerning their kiddo. All information concerning the center or any policy changes will be posted at all times. Please check the parent board regularly.

LOCAL/NATIONAL EMERGENCIES

In the event that an emergency in the area of operations has been called, we will ensure that we take the necessary steps to safeguard your kiddo. This may include shelter in place in the event of a shooting or fugitive in the area for example. All doors will be secured and access will be limited to only authorized personnel.

In the event of a national event, we will either shelter in place or proceed to a designated area suitable for the safety of your kiddo. You will be contacted by every means possible informing you of the move or change of location. It is imperative that all emergency contact information be up to date at all times.

This parent hand book is posted daily at the center; you (parent or guardian) are required to read it at least once a month, to be familiar of any changes. We are always open for suggestions. Let us know of any concerns or ideas you have to possibly improve the quality of care and services at Kiddos' Kollege. If you need any of our staff for after hours baby-sitting outside the center facility, Kiddos' Kollege is free of all responsibilities outside the facility. Kiddos' Kollege has the right to notify Protective Services of any sign a kiddo is being seriously neglected or abused without contacting the parent or guardian. All of our staff members (teachers) are CPR, First Aid Certified, and have appropriate child development training in their field. Kiddos' Kollege has an open

KIDDOS' KOLLEGE
“WHERE YOUR KIDDO IS LIKE ROYALTY”
PARENT HANDBOOK

door policy in which parents/guardians can talk to us at any time. Kiddos' Kollege is located in a Gang-Free Zone area.

KIDDOS' KOLLEGE
“WHERE YOUR KIDDO IS LIKE ROYALTY”
PARENT HANDBOOK

We'd like to thank you in advance for giving us the opportunity, responsibility, and trust to care for your kiddo. We will give your kiddo 110% of the best love, care, and learning environment possible.

Parent Signature_____

KIDDOS' KOLLEGE
“WHERE YOUR KIDDO IS LIKE ROYALTY”