

# Katy Kids Connection

## PARENT HANDBOOK

3719 Fry Rd. Suite K.,

Katy, TX 77449

281-646-9800

---

Dear Parents,

We would like to welcome you to our center and are delighted that you have selected to enroll your child into our early childhood learning and developing program. We are certain that you will be pleased with this decision and hope to build a strong long-term relationship with you and your kids.

When you are away be certain that your child is engrossing skills so he/she can develop into a strong individual that can challenge everyday life's obstacles. We will provide tools for your child to grow physically, emotionally, cognitively, and socially all in a very loving and caring environment. We prioritize in building a safe and nurturing environment an environment where learning is built into play.

I know your child will enjoy his time here with us. If you ever have any questions comments, or concerns that you would like to discuss, please never hesitate to call or set up a meeting.

Sincerely,  
Roshni Ram



## 1. Programs

Each classroom follows an age-appropriate program that is taught by well experienced teachers.

- **Infant Program**
- **Toddler Program**
- **Three-year old Program**
- **Pre-school Program**
- **After-school Program**

## 2. Daily Schedule

Katy Kids Connection, provides an enrichment of activities which is organized in a very balanced manner, so your child can enjoy time in quite, active, indoor, and outdoor experience. Sufficient time is also addressed to breakfast, lunch, supper, and snacks. Check with your classroom teacher to view your child's classroom specific schedule.

## 3. Security

- **Checking-in:** Every time you drop off your child, you are required to sign him/her in the front lobby on the sign-in sheet.
- **Checking out:** Every time you pick up your child, you are required to sign him/her out on the sign-out sheet.
- **Releasing Children:** Children will only be released to those you authorize in your enrollment form with proper ID. If there is a situation where someone who has not been indicated on the authorized person list is required to pick up the child, a parent must contact the office prior to pickup. The office may contact the parent after the initial call to ensure that the request is legitimate.
- **Visitors:** Visitors must sign in on a visitor log and state the purpose of their visit. ID will be required by any unfamiliar visitors and a copy may be kept on file for future references.
- **Emergencies:** Emergencies procedure are posted and practiced so everyone knows the proper evacuation method in case of an emergency. We keep an ongoing updated list of both parents' contact numbers. Please help us with any updates as soon as possible to ensure that we can communicate promptly regarding any emergency, illness, or injury.
  - 111 Change of contact numbers
  - 111 Change of address
  - 111 New updates on immunization record
- **Notification from the center:** Anytime there is a notification that needs to be conveyed you will be notified via the bulletin board in the lobby area. Please be sure to view the bulletin every time you enter.
- **Photography:** By enrolling the child in to Katy Kids Connection, the parents automatically give

the consent to take their child's pictures. If you don't want your child photographed, give us a written statement to exclude your child from any class pictures.

#### 4. Policies and Procedures

A copy of the Minimum Standards of the Texas Department of Family and Protective Services, regulating daycare operations, is available for review. It is the parents' responsibility to do their part so we are able to carry out the policies as described herein.

You may visit the Texas department of family of protective services at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) to view your center's most recent licensing report.

**First Day:** After signing in please take your child to his/her designated classroom and alert the teacher that your child has arrived. You are allowed to stay as long as necessary for your child to feel secure and safe, however please understand that it is normal for your child to cry during the first few days since he is not used to the new routine. Most children stop crying within minutes of their parents leaving. Please note that we will call you should there be a reason. If you don't receive a call then it is safe to assume that your child has adapted well. However, feel free to call the office anytime throughout the day to see how your child is doing. Most children need 2-3 weeks to adjust to their new environment.

**Hours of Operation:** Katy Kids Connection open 5 a.m. to 7:00 p.m. Monday - Friday.

**Late Pick Ups:** If you are running late to pick your child you must call the office and let us know of your new pick up time. You will be charged late fee of \$1 per minute each minute beyond 7:00pm. This late fee must be paid on the day it is incurred.

**Holidays:** Katy Kids Connection is closed on: MLK

Holiday  
Memorial Day  
Independence  
Day Labor Day  
Thanksgiving Day  
Day After - Thanksgiving Day  
Christmas Day  
New Year's Eve  
New Year's Day

When any of these holidays fall on a Saturday, Katy Kids Connection, will close the preceding Friday. If the holiday occurs on Sunday, Katy Kids Connection, will close the following Monday. Holidays and inclement in weather are not exempt from your child's regularly scheduled weekly tuition, full tuition is due on these weeks

**Notifying Sick and Vacation Leave:** You are asked to call the office earlier in the day to let us know if your child is sick and will not be attending the center. If you are planning a vacation you must let us know two weeks in advance.

**Withdrawal and Termination:** If you wish to terminate your child's enrollment it is necessary that you notify the office verbally and with a written notice two weeks in advance of your withdrawal date. If this notice is not

Given an additional one week's tuition will be applied to your account which must be paid prior to your child's withdrawal date.

Katy Kids Connection, reserves the right to terminate enrollment as a result of, but not limited to the following circumstances:

- Non-Payment of tuition
- Abuse of children, staff, or property (includes disrespectful behavior)
- Continued violation of Katy Kids Connection policies
- Disruptive or dangerous behavior
- Our inability to meet your child's needs

A decision to terminate enrollment will be based on whether it is in the best interest of the child, the other children, and/or the overall operation of the center. Every effort will be made to correct the problematic situation before a final decision is made. One week notice to parents will be provided if Katy Kids Connection decides to terminate enrollment.

Katy Kids Connection and the parent(s)/guardian(s) whose signatures is affixed to this agreement, mutually contract and agree that any and all claims, dispute and/or controversies arising out of services provided by this agreement/contract will be settled by binding arbitration administered by the National Arbitration Forum on the Code of Procedure in effect at the time any claim is made. Katy Kids Connection and the parent/guardian whose signatures is affixed to this agreement hereto stipulate and agree, a). that this agreement is subject to the Federal Arbitration Act invokes its jurisdiction, and agree that any award of the arbitration; may be entered as a judgment in any court of competent jurisdiction; b). To pay their respective cost of mediation and arbitration; c). That by signing this agreement any right by trial by jury or judicial appeal is expressly waived and d). that this alternative dispute resolution policy agreement survives the contract relationship and is binding on the heirs, spouses, representatives, successors attorneys and assigns of Katy Kids Connection and the parent/guardian whose signatures is affixed to this agreement.

**Changes in Policies:** If there ever is a change in policy, you will be able to spot it in the bulletin board in the lobby and you will be handed a document stating the policy change and the time it will go in effect.

**Transportation:** During transportation to and from school your child is expected to be on his/her best behavior. The bus driver is trained to safely transport the children on daily basis as long as the child does his/her part. Your child must always wear his/her safety seat belt and remain in a seated position at all times. Your child is not allowed to yell, scream, spit, hit or cause any type of commotion at any point in time on the bus and on school premises. He/she must closely follow all directions given by his/her driver. Same rules apply when your child goes on field trips.

**Field Trips:** You will be notified of field trips on the lobby bulletin board. Please remember to sign the field trip consent form if you wish your child participates in the educational trips. Please note your child must be 3 years of age or older and must be 36" in height in order to qualify for the field trip due to safety reasons.

## 5. Tuition and Fees

**Tuition:** Tuition is due on **Monday**. Should your child take extra days off or sick days, he/she is not exempt from his/her regularly scheduled weekly tuition. Inclement in weather are also non-exempt from regularly scheduled weekly tuition. Katy Kids Connection incurs cost continuously. Tuition must be paid weekly in full without deduction for absences or center closings due to emergencies and any power outages.

**Late Payment:** A late fee of \$10 a day will be charged for each day a payment is late.

**Fees: \$50 Annual Registration Fees:** Registration fees are applicable to all those that enroll their children in any programs including the drop in plan. This fee is charged on an annual basis. It will be collected when you first enroll your child and on First Monday of January each year your child remains in enrollment. Please note that a part of this is dedicated to their annual supplies used at the learning center. This fee is non-refundable.

**Re-registration:** Is in August of each year. Parents will be expected to pay registration fees and fill out enrollment forms again.

**Options for Vacation Leave (for one week or more of absence):**

- You may pay a \$50 fee (for each week) to reserve your child's spot.
- You may choose to completely withdraw your child and pay a \$100 full registration fee upon return (must discuss with director regarding seat availability).

**Payment Options:** Katy Kids Connection, accepts payment for tuition and registration in the form of personal check, cashier's check, money order and cash. Please note: In the event that your check is returned for insufficient funds, we will make several electronic or draft attempts to collect from your account which may result in additional fees being charged. After two returned checks, no further payments will be accepted by check. Payment must be made by cashier's check or cash.

**Payment Box:** If there is no one in the office and you would like to make a payment, please use the envelope provided next to the drop box and write your name, your child's name, the duration the tuition covers and you can drop your payment into the drop box.

**Discount:** Discount of 2% may be applied to those who pay a whole month's tuition in advance.

**Sibling Discount:** Sibling discount maybe applicable please contact the office to confirm your discount .

**Referrals:** Existing parents are subject to receive a \$50 tuition credit for each family that you refer to Katy Kids Connection. The referred family has to be in attendance consecutively for two weeks in order to receive the credit. Please consult with office to confirm the credit.

## 6. Health and Safety

**Health Forms:** When your child enrolls it is the parents' responsibility to complete a Child Health Record form, provide a copy of immunization record, and keep the immunization record up to date. Each time you child's immunization is updated please provide the office with a copy to be kept on file.

**Hearing & Vision Screening Requirements:** It is the parents' responsibility to provide Katy Kids Connection, hearing and vision screening record for children 4 years of age and older who do not attend a public school.

**Admission Requirement:** A parent needs to submit a health statement which must be signed by a physician. This statement indicates that your child is healthy and fit to participate in the daycare program. This is for all children who are not currently enrolled in a public school.

**Nursery:** An infant information form is required to be on file for each infant. As your infant's diet changes it is the parents' responsibility to let us know what has been added and subtracted from his/her diet on the infant information form .

**Sick Children:** Katy Kids Connection is not licensed to provide care for children who are ill. If your child has a temperature of 100.4 he/she needs to stay home. If your child is in our care when the fever arrives, parents will be called to pick up the child as promptly as possible. Keep your child at home until he/she is symptom free for 24 hours. Your child will not be allowed if he/she is experiencing the following symptoms :

- Fever of 100. and over
- Constant cough
- Wheezing
- Vomiting
- Rash
- Recurrent diarrhea
- Communicable disease (e.g., measles or chicken pox)

**Communicable disease:** Communicable diseases are transmittable and therefore should not be taken lightly. Please inform the office if your child has been diagnosed with a communicable disease so that the office can alert the other parents. A child with any type of disease or illness that is contagious is not permitted to attend until he is free from his/her illness/disease.

**Vaccine Preventable Diseases:** All child care providers of young children will be required to receive an influenza vaccine each year, Child Care providers will also receive influenza prevention education for staff. In this training staff will review policies on hand washing; cleaning, sanitizing and disinfecting surfaces and toys; and excluding children and caregivers who are sick. The learning center will also display educational materials to encourage proper hand hygiene and cough/sneeze etiquette

**Medication:** Prescription and non-prescription medication will only be administered to the child with written parental permission and as stated on the label. It must be in its original, pharmacy or manufacturer-labeled container with your child's name, side effects, date, amount and time of dosage. Hand the medication directly to the office. Your child is not allowed to carry it in his bag or in his/her pocket. We encourage you to administer medication early morning before your child comes to the learning center and/or in the afternoon after your child is with you at home so you can avoid bringing it to the center.

**Injuries and Accidents:** Safety always comes first at Katy Kids Connection, however, children begin testing their limitations and accidents sometimes happen. We will take proper precautions to avoid these incidents from occurring. In the event your child faces an accident or a minor injury we will administer basic first aid and you will be notified. In the event of an actual emergency, we will try to call you and then we will call 911 even if you were not reachable.

If your child was injured and required medical attention we will have you sign a form acknowledging that the matter was reported to you in a timely fashion. This formality is in accordance with state licensing regulations.

**Suspected Child Abuse:** Staff members at Katy Kids Connection, are required by law (Texas Family code) to report suspected child abuse, neglect or exploitation. Our staff policies require staff to report all incidents to the Director of the center. All information will be kept confidential

**Meals and Nutrition:** If your child is above the age of 1 year we encourage you to place your child in our healthy nutritional meal program that is in accordance with the Department of Agriculture. In this program your child will be provided with breakfast, am snack, lunch, pm snack and supper.

Should you choose not to participate in our healthy nutritional meal program your child may bring his/her own lunch and snack from home that follows healthy nutritional practices. Your child is NOT allowed to bring candy, gum, sugared drinks, or similar items for their lunch or snack. **Please note that pork/ham and peanut butter is also not allowed at this facility due to allergies.** You must sign the non-enrollment agreement that you are choosing to provide the child's meals and/or snacks from home and you understand that the child care center is not responsible for the child's nutritional value or for meeting the child's daily food needs.

**Nap Time:** Each child will have a two hour nap time after lunch. A clean sleeping cot or sleeping mat will be provided to your child. Your child may choose to bring a pillow or a blanket.

**Child's Feeding Time:** Children one year of age and older will eat at a standard set time. Breakfast is served promptly at 7:00 am. If your child comes in later than this time he/she will be ready for an AM snack at 9:00am (snacks consist of full servings of grains and 100% juice/ milk/ fruit). Lunch will be served promptly at 11:30pm. PM snack will be served at 3:00 pm .. Supper is served at 4:30pm. Please note that Lunch and Supper are complete meals in which your child will receive a full serving of the following items: milk, fruit, vegetable, meat or meat alternative, and grains. It may be helpful for you to remember the feeding times so that you can work your pick up and drop off times accordingly.

**Diet and Allergies:** Please let the office know if your child has any specific diet restrictions or any allergies verbally and on the health record form. The kitchen will prepare an alternate dish for your child.

**No Shoe Policy in Infant Room:** We are very particular regarding cleanliness and would not like any dirt particles entering into our infant room. Babies spend time learning how to turn and crawl and we would like for them to do this in an extremely sanitized environment. Please remove your shoes when entering the infant room. You may choose to take off your shoes before entering the room or you may wear a foot cover provided by the facility.

**Infants Feeding Time:** Infants have their own individual feeding times that we follow. They are fed upon demand and upon the times you request. Your infant will be sent home with a daily schedule that he/she will adhere to throughout the day. This is so you can track your child's patterns to be able to maintain a consistent routine at home.

**Baby Food and Formula Milk:** If your child is on breast milk, formula milk, or any baby foods you are required to supply this to the center. You may choose to bring it in labeled bottles and they will be stored and refrigerated on a day-to-day basis. Your teacher will help your child with the feedings with all your recommendations. Leftovers must go home; we do not allow anything to be refrigerated overnight. ***Parents have the right to breastfeed and provide breast milk for children in care (refrigerator in the infant's room provided)***. Parents may set up an appointment with the center director to discuss any concerns. There is an open-door policy. Parents are welcome to join their child and observe them in any activity.

**Filtered Water:** The infant room is equipped with special filtered water; therefore you are not required to bring in a supply of water for bottle preparations. However, if you feel the need to bring special brand/type, feel free to do so.

**Birthdays:** Your child's birthday is a special day. If you would like to bring a birthday treat for his/her class you may do so. Treats need to be commercially prepared, packaged, and labeled with your child's name. Please inform us in advance so we can let you know of anyone with severe allergies in your child's classroom.

**Diapering:** You are required to supply your child's diapers and wipes . Your class teacher will change diapers as needed and will check on a routine basis. When supply is low you will be informed verbally or a note will be placed in your child's bag. Please note your child's classroom will be organized where your child will have his own personal cubby, the teacher will take out daily diapers and wipes and store it in your child's personal cubby to use throughout that day. You may also choose to bring your diapers, wipes, formula in bulk and have it stored at the center. Please remember to mark your child's full name with a black permanent ink marker on all items.

**Toilet Training:** Toilet training is an important milestone for a child and requires a team effort. We will work in conjunction with you after your child turns 18 months. Diapering procedure is used to cleaning up a toileting accident . If your child has more than one accident he is required to wear and bring pull-ups. You are asked to supply extra change of clothes in your child's bag in case of an accident.

## 7. Proper Guidelines

**Labeling:** Please clearly label your child's name on everything you bring to Katy Kids Connection. Katy Kids Connection will not be responsible for lost or damaged items. Proper labeling ensures that items find their way back to their owners.

**Important things to label with permanent ink marker:** Diaper bag, backpack, lunch box, food containers, wipes box, jackets, clothes, socks, shoes, books, blankets, bottles, pacifiers, and bibs.

**Items Not Allowed:** Toys (except for infants), gum, money, cell phones, keys, candy and pillows are not allowed at Katy Kids Connection. We would like the children to use our toys and equipment to avoid the loss or damage of personal items. Sharing and taking turns with our toys is easier for children than with their own. However, your child may bring a favorite item (i.e. blanket, pillow, doll,) to use during nap times. Show and tell times will be announced and for those days your child can bring something in to share with others. Cell phones are not allowed in the classroom. If you need to reach your child, please call the office at (281) 646-9800 and we will arrange for you to speak to your child at the front office.

**Discipline & Guidelines:** At Katy Kids Connection we always promote positive reinforcement. However, there are times when a child continues to misbehave. If the teacher feels that a child is continuously misbehaving she has the authority to do the following:

- 1) Give a verbal warning
- 2) Sit the child in time out for a brief duration
- 3) Sit the child in quiet reading time for a brief duration

A teacher will only use positive methods of discipline that will encourage the self-esteem, self-control, self-direction and self-confidence.

*If the child still continues to misbehave then he will be sent to the office where a parent phone call will take place.* We will, in detail, explain the situation and allow the parent to talk to the child. From there we will decide if the child should be able to return back to class or if he needs to be picked up. If a child develops a history of misbehavior, or poses as a bad influence among his classmates, or disrespects his teacher, we reserve the right to refuse services to such child.

You are required to read and sign our discipline and guidance policy.

**Dismissal Policy:** Katy Kids Connection reserves the right to ask parents to make alternate arrangements for care if it is determined that a child's needs cannot be met, or the child has not adjusted to group care provided by the center. In the event behavior becomes disruptive to the program or becomes a problem that poses an unsafe situation for the child or other children in the class, alternate arrangements will be required.

**Visiting Your Child:** We allow parents to visit their child at any point during the day to observe their child's and his/her adjustment. We ask you to be as quiet as possible, so that there is minimal disturbance in the classroom's regularly scheduled program. An extended duration of visitation causes disturbance in the regularly scheduled routine. *We ask you to limit your visitation time to 10 minutes. We have experience of parents spending hours in the center and spoiling the learning environment.*

**Parent Involvement:** We will notify you on any activities or parties in which you may participate via the lobby's bulletin board.

**Gang Free Zone:** A gang-free zone is designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

### **Preventing and Responding to Abuse and Neglect of Children**

Methods for increasing employee and parent awareness and prevention of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect will be taught by The Children's Assessment Center Community Outreach and Training Department. Strategies for coordination between the center and appropriate community organizations include referral services as well as posting of annual training classes.

By law it is our responsibility to report any suspected cases of child abuse. Our staff has been trained to recognize the signs and symptoms of abuse and neglect and receive annual training for Preventing and responding to child abuse and neglect of children. Postings are provided at the front lobby to increase awareness and how a staff or parent may contact to receive assistance and learn prevention for neglect and abuse. Katy Kids Connection provides, Information on Reporting Child Abuse, to staff and parents also may obtain a copy in the lobby. You can also report suspected abuse to the Abuse Hotline 1-800-252-5400 or contact the local licensing office at 713-940-3009 or @ [www.childcaresearch.org](http://www.childcaresearch.org)

#### **Need to Speak to the Director?**

If you wish to speak to the director regarding any policy/ procedure or would like to simply relay A suggestion. Please feel free to call the center at (281)646-9800 or you can email at [katykids3719@gmail.com](mailto:katykids3719@gmail.com). You may use any of the above methods to schedule a time to meet with the director at any point in time.

Licensing Office: If you need to contact the local licensing office you can reach them at: PO Box 1601

Houston, TX 77222

Address : 2221 West Loop South

Houston, TX 77027

(713) 940-3009

PRS Website: <https://www.dfps.state.tx.us/PRS/Child>

Abuse Hotline: 1-800-252-5400

## Emergency Preparedness Plan

An Emergency Preparedness Plan is designated to ensure the safety of the 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 such as tornadoes, floods or hurricanes, health events such as medical emergencies, communicable disease outbreak, and human-caused events such as intruder with weapon, explosion, or chemical spill.

In an emergency the first responsibility of staff is to move children to a designated safe area, playground area, field outside of playground, parking lot, if needed (Fire drills are performed once a month to ensure your child's safety).

If there is a hurricane, tornado, or other type of storm the staff will direct children will evacuate to the staff and child restrooms or pre-k classroom away from the window (Severe weather drills are performed every 3 months to ensure your child's safety).

Children who have limited mobility, or who otherwise may need assistance in an emergency, such as children who have mental, visual, or hearing impairments will be assisted by a teacher to evacuate in case of an emergency by using an evacuation crib.

If an alternative shelter is needed:

Rhoads Elementary 19711 Clay Rd. Katy TX 77449

Rhoads Elementary phone number **281-237-8500**

Rosy Ram (Child Care Administrator) Phone number 713-855-4603

The children will be taken by school van to the alternate shelter with their teacher. Each staff will have their attendance sheet with them to keep track of children. We will communicate with the local fire, law enforcement, or medical authorities by cell phone as well as parents to keep them informed. The director will have children's files with emergency contact information as well as emergency medical authorization.

Please make sure that the center has updated and correct phone numbers in case of any emergency

