

# **Kid's Kingdom**

## *Parent Handbook*



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**Nurturing the littlest bodies, minds, and souls!**

### **DISCLAIMER**

We place special emphasis on our employees as individuals and recognize that no manual can cover all situations.

### **MISSION STATEMENT**

Kid's Kingdom is a licensed service providing quality Christian child care for children in the Lubbock area. Our family oriented environment offers a loving, nurturing, safe haven for working parents. Our goal is to stimulate each child's curiosity, creativity, and awareness for self and others while developing their spirituality. We strive to develop the whole child socially, intellectually, emotionally, and physically. We do not participate in practices that discriminate against race, religion, sex, national origin, handicaps, or political beliefs. Kid's Kingdom's program is based upon education and continued training in the child care field. The owners of Kid's Kingdom are dedicated to serving the community and continually assess the program's ability to meet those needs.

### **PARENT/VOLUNTEER INVOLVEMENT & CONFERENCES**

Kid's Kingdom encourages parent & volunteer participation. Volunteers may read to their child's class, take on special projects, etc.. Class parties, special visitors to the center, or assisting on field trips are other ways to stay involved. Volunteers and parent visits are welcome anytime you desire! All volunteers must adhere to state laws requiring orientation to Kid's Kingdom's policies and procedures and submitting to a criminal history security check.

Parent conferences are held upon request. Developmental screenings and readiness skills will be reviewed at the conference. Parents are welcome to schedule a conference with their child's teacher at any time during the year. We suggest nap time for scheduling these meetings. Parents are encouraged to contact the school any time they have a question or concern regarding their children.

### **OPEN DOOR POLICY**

Parents who have concerns may visit with the Director or designated Director anytime. Parents should communicate all concerns in the most positive way possible. If parents concerns deem problematic, the Director is available for conferences. Anyone wanting to conference with the Director shall make every effort to resolve any conflict. If such resolution cannot be reached, Kid's Kingdom will help find alternative care for the family. Parents will be notified through parent meeting, newsletters and Tadpoles informing you of any policy changes.

## **PARENT CODE OF RESPONSIBILITY**

Kid's Kingdom has certain expectations relating to the parent and the child's school experience.

We strive to develop a partnership with parents to provide the highest quality care for all our children. To maintain the integrity of our program, Kid's Kingdom parents:

- 1) Will communicate directly with the appropriate teacher should they have concerns or questions regarding their child's progress or concerns about their care. We have an open door policy, but parents may also schedule a meeting with the director.
- 2) Will sign and return documents requiring a parent signature
- 3) Will be familiar with school rules and expectations;
- 4) Will pick up an ill child within 30 minutes of notification and keep the child at home **until fever free and Tylenol & Motrin free for 24 hours.**
- 5) Will make consistent payments throughout the month and will have tuition paid in full by the last Wednesday of the month
- 6) Participate in activities that support staff
- 7) **Check your child/ren in and out each day with the teacher.**
- 8) Take responsibility for your child once your presence is known.
- 9) Will not smoke on the premises, this includes in your car while in the parking lot (State Law).
- 10) Will not park in handicap parking unless authorized to do so.
- 11) Will not be on their phones during pick up and drop off times.

Kid's Kingdom provides parents with resources on our website to recognize, prevent, and report suspected signs and symptoms of abuse and neglect. We are a safe place for anyone who may be a victim of abuse to come for help and resources. All reports will remain confidential. Our staff is trained annually on Abuse and neglect and performs daily health checks on their students.

Parents will update admission information annually and as changes occur. The Infant Profile Sheet must be reviewed and updated every 30 days. Dating and signing forms as needed is required to maintain compliance with our program.

## **Supporting Families**

Kid's Kingdom offers care for children newborn through 12 years old. We place a priority on families and try to accommodate them when possible. Therefore, full time and part time rates are available. Summer and holiday care is provided for school age children not enrolled year round.

## **Education Philosophy**

### **WE FOLLOW EARLY LEARNING GUIDLINES**

#### **INFANT & TODDLER CURRICULUM**

Infants & Toddlers at Kid's Kingdom have opportunities to thrive in environments with a developmentally appropriate curriculum that encourages life skills such as hand washing, self feeding, and toilet training. Child to adult ratios are low enough to allow for individual needs. Recognition for special vulnerabilities of younger children and individual development of each child is emphasized. Lesson plans and daily communication for parents are provided. Each child's daily experience with potty training is charted so parents may track their child's progress.

Pre-literacy skills are strongly emphasized through songs, finger plays, poems, and nursery rhymes. Prayers and songs are integrated throughout the day.

**Breastfeeding is welcomed for nursing mothers and a private room is available at any time at Kid's Kingdom. Mothers are welcome to bring frozen breast milk for their child.**

**All babies unable to roll from the back to front will be placed on their back to sleep.**

**Any modification of this policy will require a sleep exception from child care licensing and must be signed by your child's doctor.**

**Infants will not be allowed to sleep in any restrictive device such as a bouncer or swing. If an infant falls asleep in such a device they will be moved immediately to their crib.**

**Infants will NOT be swaddled. Any modifications must be made through prescribed directions of the baby's pediatrician.**

**At NO time will stuffed animals, pacifiers with stuffed animals attached be permitted in the crib.**

**Babies under the age of two will not be allowed to wear teething necklaces at any time per the wonderful State of Texas Child Care Licensing!**

## **PRE-SCHOOL CURRICULUM**

Curriculum Development is an ongoing process due to new discoveries in early childhood research. It is Kid's Kingdom's goal to evaluate and implement these new findings to keep the curriculum educational and stimulating to students. Using multiple approaches to supplement

Kid's Kingdom's Literacy based curriculum has proven itself effective for preparing preschoolers for the upcoming years in primary school. These supplements facilitate your child's:

- Self help and problem solving skills
- Health and social studies awareness
- Movement and coordination
- Work Habits
- Emerging reading and writing skills
- Mathematical reasoning and number sense
- Scientific reasoning and physical world awareness
- Music experiences
- Fine art activities
- Spiritual growth

Kid's Kingdom believes children are more receptive to acquiring new knowledge and skills when they are allowed to discover and explore. It is also important that educators facilitate children's learning by providing challenging and accessible tasks. Activity plans support our approach through utilizing of a variety of tools such as the environment, educators, small and large group activities, and enrichment activities such as field trips or a parent/guest visit.

## **SCHOOL AGE**

Kid's Kingdom provides after-school pick up from several elementary schools. Upon arriving students are offered healthy snacks and a time to relax and interact with peers. Activities include cooking, art, centers, homework, and outdoor/active time. We are licensed to care for children up to age 12.

## **SUMMER SCHOOL AGE CAMP**

Full time care is available in our summer school age class operating as a camp so families pay only for the weeks they attend. Summer curriculum is somewhat academically oriented. Our philosophy is "if you don't use it – you lose it!" To that end we offer several academic enrichment opportunities throughout the summer. Our summer program is oriented around themes that keep campers engaged in learning and exploring new people, places, and experiences. It is also our belief that school age children are ready, willing, and able to give back to the community. Therefore several community service projects are built into our summer program. Our summer program has grown in popularity therefore it is wise to reserve a spot by spring break each year. Other summer camp activities include swimming, Chapel, games, movies, and field trips. State mandated ratios are maintained with additional staff to accompany the students on all field trips.

## **ACTIVITIES**

### **CHAPEL**

Children's Chapel is held weekly in the Church's Sanctuary. The morning service is directed for children five and younger and the afternoon service "rocks the house" for our school age students! The Pastor of St. Matthew's United Methodist Church directs the services taking the children's developmental level into consideration. Children are given the opportunity to bring offerings each week for a mission project. Children actively participate through prayer, acolyting, choosing songs and assisting with the message. Parents may be contacted from time to time for fellowship events with St. Matthew's and will find them a refuge and source of support.

### **BIRTHDAYS**

Parents may bring a treat for their child's class for afternoon snack.  
Kid's Kingdom is happy to pass out invitations or supply addresses for parties outside of school.

### **FIELD TRIPS & TRANSPORTATION**

For children past the age and weight restrictions of car and booster seats and whose parents would like their child to have "their own" car seat, you may bring and install the car seat in the designated van. Children age four and up may attend field trips. Trips that enhance the children's area of study are most often scheduled; however, we do visit the park and movie theaters too. A posted note in your child's classroom will notify parents at least 48 hours before the scheduled trip. Parents are invited to accompany their child's class as their schedule allows. A summer calendar is provided to each child, posted in the classroom and serves as field trip notification.

*\*Children participating in field trips must be present at the center BEFORE scheduled field trip\**

### **SWIMMING & WATER PLAY**

School age children take field trips to the swimming pool during the summer program. Children need to come dressed in their swimsuit. We ask that you apply sunscreen on your child at home. This assists the staff in field trip preparation. Parents can either put a set of clothes on over the swimsuit or send a change along. Your child will also need a towel. Other water play may include sand and water tables and sprinkler play.

### **SCREEN TIME**

**Children under the age of 2 years old are not prohibited to have any screen time.  
On occasion children over the age of 2 will engage in educational screen time relating to lessons and will not exceed 10 minutes per day.**

**\*\* Recreational Screen Time is reserved for special occasions. \*\***

## **INDOOR & OUTDOOR PHYSICAL ACTIVITY & APPROPRIATE CLOTHING**

Our children participate in outdoor play a minimum 30 minutes in the morning and 30 minutes in the afternoon weather permitting. We provide a balance of active and quiet play that incorporates group and individual activities both indoor and outdoor. A minimum of 60 to 90 minutes of active play is ensured for all children daily depending on development and age. Our students engage in structured and unstructured physical activity (Stretch and Grow, Yoga, Outdoor/Indoor games, Outdoor/Indoor equipment that encourages large and small muscle movement, etc..)

\*If weather prohibits outdoor play we still ensure your child has adequate physical activity.\*

\*Please send your child in comfortable clothes and safe shoes to participate in active play.\*

\*Benefits of outdoor play include: a greater freedom and flexibility, fuller expression through loud talk, and a greater range on active movement. Outdoor play extends opportunities for large muscle development, social/emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space.\*

\*Kid's Kingdom provides sunscreen and insect repellent as needed. If your child has any kind of sensitivity you must notify the director.\*

## **PROGRAMS**

Seasonal programs are held during the year. All children from birth through Pre-Kindergarten perform. Parents are encouraged to help out behind the scenes by rehearsing with their child at home and helping prepare costumes and props. These programs are a lot of fun for the whole family and reflect what your children are learning here at Kid's Kingdom.

## **ENROLLMENT & TUITION FEES**

### **REGISTRATION & ENROLLMENT FEES**

A one time, nonrefundable registration fee of \$200 is due upon enrollment into our program as well as completed paperwork. There is also a \$150 deposit billed that will be credited back to your account upon leaving our program if we receive a 2 week written notice.

### **TUITION**

Tuition is billed monthly. Payments must be made throughout the month and be paid in full by the last Wednesday of each month. If tuition is not paid in full by the last Wednesday of the month then a \$20 late charge will be added to your account. If tuition is still not paid we will draft the card on file or your care will be terminated.

A 5% discount is awarded to families who pre pay tuition in full by the 3<sup>rd</sup> of each month. If tuition has not been paid in full by the 5<sup>th</sup> of the month then the discount will be removed.

### PANDEMIC TUITION POLICY

Should the center need to close for pandemic reasons, full tuition will be due for the first 2 weeks of closure. If the center is closed longer than 2 weeks then a 50% discount will be given. Parents may give a 2 week notice to withdraw their child/children from the program if they feel it is in the best interest of their family. 50% of the tuition will be due during the 2week notice period.

**\*\*any discounts/credits apply to private pay families only\*\***

### *Activity Fee's for Summer Camp*

An activity fee is a fee due upon enrollment for summer camp but may also be applied anytime there is a special activity. Activities such as field trips, special events, etc.. will be included in this fee. You will be notified of the expected fee prior to your child's participation, however the fees are subject to change based upon the vendors increase or decrease.

### SCHOOL AGE TUITION

Children enrolled in Kid's Kingdom's After School Program shall pay the weekly rate and additional fees for holiday and in-service days. This additional fee covers the cost of meals and staff on these days and will be based upon the current rate for full time tuition.

Full day rates will be charged for children in care full time.

### *Scholarships*

Kid's Kingdom does offer certain help for families that meet the following criteria:  
Is an employee of Kid's Kingdom or has been affiliated with our program for a minimum of 2 years, does not qualify for government programs, does not have adequate income to pay for child care

**\*\*each case is reviewed and looked at individually. If you need help with tuition please make an appointment with us to discuss your options.\*\***

### PART TIME POSITIONS

Part time positions are available for children in our preschool classrooms. Because of limited spaces, part time care is not offered for children in the nursery and toddler classes. Families that choose part time positions are still responsible for the registration fee and deposit.

\*part time positions are limited.\*

**Kid's Kingdom is open year round 7:00 a.m. to 6:00 p.m. We are not licensed to care for children beyond these hours. At 5:30 p.m. each day the staff will combine children/classrooms so they may clean and disinfect their rooms and prepare for the next day. For this reason we ask that you promptly pick your child up by 5:45 p.m. each day. Children whose parents have not picked them up by 6: 00 p.m. will be charged a late fee (\$2) for every minute passed 6:00 p.m. This is a per child charge.**



### **VACATIONS**

A family is eligible for one free week per year for vacation based upon each child's enrollment date. Prior notification must be given to the office. Vacation weeks are given to families enrolled year round. **Vacation credits will not be awarded the last month in care and will be revoked if notice is given.**

### **ABSENT CREDITS**

Should your child be excluded from care due to illness for 5 or more days then an absent credit of 5% will be credited to your account. Parents must request absent credits by email (they are not automatically given).

DISCLOSURE STATEMENTS: Please understand that outside of care, in order to control your child's exposure in the community, you need to comply with any and all state, county, or local stay-at-home orders. If you become aware of any person your family has had contact with that has been advised to quarantine, or has tested positive, or is presumed positive for COVID-19 or any other infectious illness then you must notify Kid's Kingdom immediately.

Should a child test positive for any illness, including Covid-19, Kids Kingdom, Harper/Hall INC. cannot be held liable in any way.

### **HOLIDAY CLOSINGS**

Kid's Kingdom will close in observance of the following holidays:

**New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day.**

**\*Kid's Kingdom will also be closed for Staff Training on Columbus Day.**

### **BAD WEATHER DAYS**

Kid's Kingdom will close due to extremely bad weather. Closure announcements will be made by via our emergency alert system which will send a text to all current families. We will also publish closings or delays on our social media pages.

In the case of disaster/tornado, children will be relocated to the sanctuary on the south end of the building. Children participate in regularly scheduled disaster/tornado drills.

**\*Tuition will not be pro-rated for days we are closed.**

### **SIGN IN & OUT(during non-pandemic times)**

Parents must walk their child in and out of the building each day. Please check in at the time you are leaving the child and picking him / her up. Failure to walk your child in each day will result us calling you to come back to the school to check in. Please remind guardians of this as well.

### **ARRIVAL PROCEDURES (pandemic times)**

Children will be dropped off at the front door and must be accompanied by an adult. Please assist your child with our sanitation station each morning. Upon arrival at Kid's Kingdom adults and children will undergo a health screening and temperature check. If either present with a temperature above normal or sings of a possible illness, then the family (including siblings) will be excluded from care. Children will be escorted to class by a member of management or designated staff. \*\*Please be patient with us as we ensure the safety of your children by making sure they are checked into their class daily with their teacher. This may result in some wait times so please allow a couple extra minutes each day.\*\*

### **DEPARTURE PROCEDURES (pandemic times)**

We are doing our best to monitor the cameras during pick up times; however, please understand that we are not always in the office to see the camera. We will check your child out of their classroom and bring them to your with their belongings as quickly as possible. Please check the wall for any accident reports daily.

**Kid's Kingdom drop off time are before 10:00 AM or after 2:00 PM.**

### **ILLNESS AND EXCLUSION POLICY**

Parents are asked to keep their child at home and notify the office should their child have any of the following:

Fever over 100 degrees - Breathing Problems - Diarrhea or Vomiting (within 24 hours of drop off) - Body rash with a fever - Sore throat with fever and swollen glands - Severe coughing - Eye discharge or Red eyes – Lice - Communicable disease

Parents are asked to notify the office anytime their child has a communicable disease or is taking prescription antibiotics. An ill child will not be admitted for care if the illness prevents the child from participating comfortably in school activities or the illness results in greater need for care than the staff can provide. Our goal is to provide a safe, healthy environment for all of our students. Equipment in all the classrooms is disinfected daily.

If your child shows signs of infectious disease such as vomiting (1 episode), diarrhea (2 episodes) not contained, pinkeye, or fever of over 100 degrees (auxiliary) or more you will be called to pick up your child.

Children must be symptom free and Tylenol/Motrin for 24 hours from their last episode before they may return to Kid's Kingdom. Children with any of these symptoms will be isolated in the Director's office until they are picked up. Parents must pick up an ill child within thirty minutes of notification and should have a backup plan in place for an ill child.

If your child is absent due to an illness a phone call would be greatly appreciated.

Communication with your child's teacher about injuries your child may have received at home is essential. Kid's Kingdom is required to report any signs and symptoms of abuse or neglect. Kid's Kingdom provides training on recognizing and reporting abuse and neglect as a part of our employee orientation. Employees are also trained to preform well check on each child as they arrive each day. The phone numbers and web site to report abuse and neglect is posted by the phones in our center as well as on the evacuation plan in each classroom. Therefore keeping the lines of communication open at all times is so important.

Parents will be notified if their child receives an injury at school. An injury report form will be filled out by the teacher so that parents may sign it when picking up your child. Serious injuries requiring medical treatment will either be handled by EMS or the parent. If necessary the director or person in charge will transport your child to the emergency room. Parents will be notified immediately. Kid's Kingdom is required by law to report serious injuries to child care licensing and parents will be contacted by them as a follow up to the investigation.

### **MEDICATIONS**

Prescription medications must be in the original container labeled with the child's name, date, directions and the physician's name. The school office will administer prescriptions according to the label directions. **Communication about prescription medications is essential to your child's well-being. Some medications cause sensitivity to sun putting your child at risk for a burn from the direct sun or playground equipment. Please be responsible to partner with us to prevent the possibility of a tragic burn.**

Kid's Kingdom will not administer any medication unless prescribed 3 or more times a day.  
(breathing treatments, inhalers, epi pens, diabetic medication, behavioral medication are excluded.)

Medication forms are to be filled out by the parent/guardian.  
Medicine and forms will be kept in the office.

**\*NO EXPIRED MEDICATIONS WILL BE ADMINISTERED!**

### **FOOD ALLERGIES/ SENSITIVITIES**

Each year more and more children are being diagnosed with a food allergies.  
**If your child has been identified as being allergic to certain foods an Allergy Emergency Plan must be completed and signed by a physician and a parent. The form must be updated as allergies change or protocol for handling a reaction changes.**

We are also required by law to maintain a public list of children identified as allergic to foods and post their name and allergy in the classrooms, kitchen, office, and carried on the van. If you choose for your child's name NOT to appear on the list please notify us in writing. At all times the center will keep a list of foods current children are allergic to.

### **IMMUNIZATIONS / VISION & HEARING SCREENINGS**

Parents are responsible for keeping immunizations current. Please submit an updated shot record each time your child receives an immunization.

At this time Lubbock County does not require TB test for children. Kid's Kingdom employees must receive any vaccinations required by our Health Department to remain employed.

A copy of any required vaccines or exemptions are kept on file.

**When your child turns four years old, their PCP will perform a vision and hearing screening. Kid's Kingdom must have documentation of this screening to maintain compliance.**

### **RELEASE OF A CHILD**

Parents are asked to notify the office if anyone other than themselves is to pick up their child.

Special measures will be taken to ensure the identity of anyone calling to release a child.

**Anyone other than the parents must sign out in the office with a picture I.D prior to picking up the child.** Please be sure to remind relatives and friends of this policy.

A copy of legal documents for your child[ren] are required when a custody situation is present or is considered high risk. Without these documents, Kid's Kingdom cannot legally deny pick-up. You must notify us in writing by the end of the school year specifying parental summer custody arrangements. It is the custodial parent's responsibility to maintain and keep custody records current and to communicate any changes to staff and administrators.

### **Identification of Specialist**

If your child requires the assistance of ECI, or therapist visit on site the therapist must provide appropriate identification before he/she may enter the facility.

### **Consumer Product Safety Recalls**

Texas law requires parents to be notified how to access the Consumer product Safety Commission web site. Children's products are recalled an average of four times a week therefore parents and providers sign up to be notified of recalled children's products. Parents may access the web site at [www.cpsc.gov](http://www.cpsc.gov) or find a link through the [kidskingdomlubbock.com](http://kidskingdomlubbock.com) page.

### **Emergency Evacuation Plans**

In case of fire, children are relocated to the vacant lot west of Kid's Kingdom. Children participate in fire drills on a monthly basis. Employees receive training on the relocating procedures in case of severe weather or other emergencies such as a volatile person or gas leak.

**Fire-** Emergency preparedness drills are held on a monthly basis with an emergency evacuation route posted in each room. Fire extinguishers are accessible to each room. All employees receive training on the procedure for using a fire extinguisher. Should the staff see or smell smoke and the fire alarm is not sounding they should pull one of the levers to activate the system. Staff is to relocate themselves and the children to the West field taking the class iPad with them for their class attendance and their emergency bag. They are to wait there for further instructions from the Director.

**Severe Weather** - In the event of severe weather three whistle blows signals staff to relocate themselves and children to the rear of the church sanctuary. Staff is to take with them their iPad to maintain attendance and their emergency bag. The Assistant Director is responsible for obtaining emergency contact information for the children, however such information is available to staff on their iPad. Staff should remain in shelter of the Sanctuary and await further instructions from the Director.

**Intruder-** Lock Down -Staff is to be aware that it is their job to be aware of the comings and goings of people in and around the center. Should staff become aware of raised voices, tense interactions, any loud unfamiliar noises they should take action to move the children and themselves to a secure room. The doors should be locked and children moved away from the door or window. Children may be hidden behind shelving or tables. If staff believes it safer to evacuate the building through the window they may do so. Teachers must keep with them the class iPad for attendance. Authorities will be contacted and should arrive in three to four minutes.

**Evacuation** - All other emergencies will be announced by the Director and instructions for evacuation or shelter in place. In the event of an evacuation from the premises we relocate to Savannah Oaks Apartments lobby which is the apartment complex directly East of the center within walking distance.

**Special Needs Children** - The director will make special effort to assist children who have special needs.

**In the event of evacuation, children will be relocated to the business south of the Church facility. Parents will be contacted by cell phone.**

### **Gang Related Activity**

We are required by law to notify you that any gang related activity within a 1000 feet perimeter of our facility is subject to increased penalty under Texas law.

## **DISCIPLINE**

Our discipline approach is individualized and consistent for each child and appropriate to the child's level of understanding.

Our focus is directed toward teaching the child acceptable behavior and self-control using a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction.

We use praise and encouragement of good behavior instead of focusing only upon unacceptable behavior. Reminding a child of behavior expectations daily by using clear, positive statements is implemented throughout our day. We redirect behavior using positive statements and use brief supervised separation from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

## **DAILY SCHEDULES**

Kid's Kingdom opens at 7:00 a.m. until 6:00 p.m. Children ages 12 months and older share the cafeteria, playground, and fellowship hall. For this reason parents should check the parent bulletin board in their child's room for the daily schedule. Children who arrive before 7:30 a.m. or stay past 5:30 p.m. may be combined in one classroom.

## **NAP TIME**

Preschool children will rest each day for approximately one and one-half to two hours each day.

Children are required to rest quietly so they do not disturb their friends. Children are not required to go to sleep and may have quiet activities as long as others are resting comfortably. Parents should bring a crib size sheet and small blanket. At the end of each week, we will send your child's nap items home to be washed.

## **MEALS & SNACKS**

The current menu and time your child eats is posted. Meals will not be served beyond these times, but you are more than welcome to sit with your child should you miss the scheduled time. Meals and snacks are planned on a rotating menu. Children's nutritional needs are planned with a variety of breads, cereals, rice, and pasta each day; along with fruits, vegetables, and dairy and meat products. Kid's Kingdom follows all requirements put forth by the health department for food preparation and service. Food is never used as a reward, withheld for punishment, or used to comfort a hurt or fussy child. Snack time is an opportunity to encourage children to try new foods, take turns, share responsibilities, count, learn colors, and gain skills.

Kid's Kingdom has reserved a classroom equipped with comfortable chairs and sofas and resources for nursing Moms. We encourage your right to nurse and provide breast milk for your child!

## **CLASSROOM PETS!**

Your child's classroom may have a classroom pet as long as it meets licensing requirements.

## **COMMUNICATION**

Kid's Kingdom publishes daily notes via our Tadpole program which emails parents upon the child's sign out each day. This program also allows us to e mail letters, notes, and notifications. We are also able to text parents as needed. We will also notify you of any policy changes via our seasonal newsletters, with a text, and the Handbook will be updated with policy changes as well.

## **TEXAS DEPARTMENT OF PROTECTIVE AND REGULATORY-**

### **CHILD CARE LICENSING**

Parents may review a copy of child care licensing Minimum Standards for child care centers on our website under the parent resources tab. The most recent inspection report is also on review on the parent information board located in the Director's office. Parents may also contact licensing directly by phone or web site. Abuse and Neglect Hotlines, addresses and phone numbers to state and local offices are posted on the parent board as well.

### **Child Care Services (CCS)**

Child Care Services helps parents who are striving to become self-sufficient by giving them more choices in care arrangements.

As a vendor, Kid's Kingdom may access the CCS Resource Center. Educational equipment, teaching materials, technical assistance, and financial assistance are available to Kid's Kingdom.

Kid's Kingdom's program has participated in the Texas Rising Star program. The Texas Rising Star, requires better than state standards be implemented into Kid's Kingdom. CCS evaluates Kid's Kingdom quarterly to ensure these standards are being met. Kid's Kingdom has elected to participate in this program to demonstrate its desire for quality child care.

## **ECI-DEBT**

Kid's Kingdom actively collaborates with the ECI-DEBT program through Lubbock Independent School District. Kid's Kingdom Administrators and parents will refer children to this special program after numerous parent conferences and observations have been conducted. Once a "teacher" from ECI has been assigned to a student, Texas law dictates that Kid's Kingdom receives a copy of the "Basic Care Requirement" that is created for each student utilizing ECI services. These documents are filed securely and only shared with pertinent staff that works directly with the child.

### **Anti- Discrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).  
This institution is an equal opportunity provider.

### **TERMINATION POLICY**

In the event of misconduct or wrongdoing on the part of a parent/guardian or the child a two week written notice will be given for termination from our program. Kid's Kingdom reserves the right to give notice of immediate termination where there are extreme circumstances that affect the well-being of students or staff members at the center.

An example of misconduct or wrongdoing may include but is not limited to;

- A parent/guardian that routinely abuses drop-off and pick up times
- Failure to pay
- Failure to complete required forms
- Lack of cooperation from parent/guardian
- Physical or verbal abuse of any person or property
- Lack of compliance with policies and regulations