

# Parent Handbook



## **KOOL KIDS DAY CARE**

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**602 Fairmont Pkwy  
Pasadena, Texas 77504**





# Our Mission

## Welcome to our program!

Welcome to our program! The information in this parent handbook will introduce you to the centers philosophy and organization. It will also serve as a quick reference to the daily operating policies and procedures. This program was founded on principles that exemplify high standards and to meet the needs for high quality child care for all families. Our goal is to ensure successful growth through learning and building successful partnerships with families. We look forward to working with your family to provide a healthy, secure, educational and social foundation for your child(ren).

## Our Philosophy

To provide quality childcare services to the community for infant through PreKindergarten children that promotes development in the areas of cognitive, social and physical skills. This way we are helping children to become independent,

inquisitive and self-confident learners. We strive to provide an opportunity for young children to work and play together in an educational, friendly and safe environment.

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*To provide quality childcare services to the community for infant through PreKindergarten children that promotes development in the areas of cognitive, social and physical skills.*

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## Our Goals.

- a. Social:
  - Teach a positive self-concept by encouraging self-esteem, self-confidence and self-understanding.
  - Learn constructive social interaction with other children.
  - Display a positive attitude towards life.
- b. Cognitive
  - Promote a confident attitude toward learning through the development of

problem solving skills and the ability to express themselves.

Acquire concepts and information leading to a full understanding of their environment.

Develop age appropriate readiness skills and acquire beginning writing readiness skills.

c. Physical:

Promote a confident attitude toward learning through the development of problem solving skills and the ability to express themselves.

### **Ms. Nancy - Our Director**

Ms. Nancy Trevino is the Director of Kool Kids Daycare. She began a career in Child Care in early 2011. She is qualified and trained in all aspects of the Child Care profession. Ms. Nancy has a great passion for children, their families and the community. She is licensed by the Texas Department of Protective and Regulatory Services and has a Food Manager's Certification.

Ms. Nancy's dream is to have all children that attend the center to be educated and prepared for higher education. In addition, she hopes to motivate parents to be more involved with the development of their children. She operates the facility to be family oriented and is dedicated to her profession.

### **Staff Qualifications**

The staff will consist of a Director, Assistant Director, Administrative Assistant, Teachers and Assistant Teachers. Our staff is well trained in childcare procedures and emergencies relating to children. They are certified in CPR and First Aid, and they are given 30 hours of Child Development training annually. New employees are

required 8 hours of pre-service training before they are allowed to supervise a classroom. All staff personnel have undergone state and national criminal background investigation prior to be hired.

### **Daily Activities**

Diverse activities provide for both the care and development for all children. The daily schedule provides a balance of activities, which are aimed at developing your child's cognitive, social and physical skills. Outdoor activities are an important part of your child's development. Weather permitting, the children spend time outside daily. All children are required to go to the center to meet the needs of the changing weather. If weather does not permit outside time, we have alternate indoor activities to keep children engaged.

### **Naptime Policies**

Babies rest according to their individual needs. Toddlers and Preschoolers rest for 2 hours each day. Our center has restrictions on arrival times between 12pm and 2pm. Exceptions are made for the age groups of 0 weeks thru 18 months and school age children.

### **Curriculum Summary and Goal**

Our program uses Circle, a CLI (Children Learning Institute) curriculum along with a self developed research based curriculum that engages all learning styles. The most important goal of any early childhood curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to

help children become independent, self-confident and inquisitive learners. We are teaching them how to learn, not just in preschool, but also all through their lives.

- Many different shaped objects to play with and study to interact with baby and give them actions to imitate

# Program Goals

## Infancy Social Development

To develop a sense of trust by providing:

- Frequent contact with a teacher
- Provide many opportunities for interaction with familiar people
- Respond to their needs so that they feel successful at communicating

## Toddlers Social Development

Foster Feelings of competence by providing:

- Opportunities for imitation
- Respond to their various emotional moods and help them to control them in a positive way
- Give them a chance to achieve a new developmental step

## Preschool Social Development

To experience a sense of self-esteem by providing:

- A sense of pride of their heritage and background
- Demonstrate confidence in their growing abilities
- An understanding of respect of others
- Assist in resolving conflicts constructively

## Infancy Cognitive Development

To acquire concepts and information leading to a fuller understanding of the immediate world by providing:

- A baby with much interaction by calling to them, playing music or making various noises to attract their attention

## Toddlers Cognitive Development

To enhance language development by providing:

- Many books and magazines with large and colorful pictures
- Help in learning parts of their body
- Opportunities for them to learn how to do things in a certain order
- Courteous responses to their efforts in polite speech
- Verbally label objects for them to imitate

## Preschool Cognitive Development

To acquire learning and problem solving skills by providing:

- Ask and respond to questions
- Find more than one solution to a problem
- To expand logical thinking skills-classify objects that belong together
- Acquire concepts-time concepts, make comparison
- Demonstrate skills in make believe-assume a pretend role

## Infancy Physical Development

To enhance small motor skills by providing:

- To provide chances for them to “pick up” all kinds of objects
- To discover the size, shape, weight and feel of things for themselves
- To enhance large motor skills by:
- Providing opportunities to perform directed body turns
- Provide plenty of opportunity to practice moving around

### Toddlers Physical Development

To enhance small motor skills by providing:

- Provide interesting objects to help eye-hand coordination and to give them quiet time
- Many manipulative toys and experiences to practice new and refine existing motor skills
- To enhance large motor skills by:
- Providing opportunities to practice walking, dancing, marching, running develop overhand throwing for pounding

### Preschool Physical Development

To enhance gross motor skills by providing:

- Use gross motor skills with confidence
- Use large muscles for balance
- Jump over objects without falling
- Run with increasing control over direction and speed
- Throws an object in the intended direction
- Catch a ball
- Climb up or down equipment without falling

Kool Kids Daycare provides an environment that allows children to learn by doing. Through active involvement with the environment, children make sense of the world around them. They learn by observing what happens when they interact with materials and other people around them. They engage in different learning centers such as block building, painting or dramatic play and add pieces of information to what they already know and thereby generate new understandings.

### Developmental Milestone Checklist/ Assessments

Our program uses the informal assessment Infant & Toddler Developmental Milestone Checklist, for children ages 0 to 48 months. School aged children will not be given any assessments.

These assessments are given to all children monthly, excluding school-aged children. The results of these assessments will be shared with parents during the parent conferences and parents as requested. Teaching staff will use the assessment data to plan for future lessons to ensure teaching improves unmet goals. For more information, please visit their website at <https://www.hhs.texas.gov/services/disability/early-childhoodintervention-services>

### Enrollment Procedures

Our center is open to all children regardless of race, color, national origin, sex, age, or disability. The enrollment process consists of completion of the application for enrollment. Please ensure that relevant information concerning your child is clearly mentioned by the parent/guardian in the forms. Any allergies or special needs must be made known on enrollment forms.

### Drop Off and Pick Up Procedures

Upon entering the center with your child, parents are required to sign in their child with the arrival time and escort your child to their classroom. Upon departure the parent is required to sign out their child and pick him/her up from their classroom.

### Hours of Operation-Open All Year Long

Observing only (9) business holidays during every calendar year. Holidays will be prominently displayed on visible places in the facility.

Monday - Friday.....5:30 a.m. to 6:30 p.m.

### **Release of Children**

Our center only release children to those authorized by the parent as stated in the admission form or by a written and attached letter authorizing the center to do so.

Release of children will be allowed only with proper and valid photo identification. We will NOT release children if the above criteria are not met. In cases of parental proceedings, we are obliged to follow court/state orders only.

### **Holidays**

Kool Kids Daycare will be observing nine (9) business holidays during every calendar year. Holidays will be prominently displayed on visible places in the facility.

### **Tuition**

Tuition fees are due every Monday for the current week. Non-payment of tuition on time may result in termination of childcare services. Tuition is accepted by cash, credit card, zelle or money order. Late fees will incur after closing time. Refunds will be processed as per the request per case.

### **Illness and Exclusion**

No child will be admitted if experiencing:

- Oral Temperature of 100 degrees or more
- Signs and Symptoms of possible severe illness such as uncontrolled diarrhea, vomiting, rash with fever, and other communicable diseases listed in the Minimum Standards Book.

If a child becomes ill while at the center, parents will be asked to pick them up within one hour. Children who leave with fever or other signs of illness should not return until they have been free of symptoms for at least 24 hours or as recommended by the Health Department in the case of communicable diseases.

### **Medication Authorization**

The center will administer medications to children if the parents require us to do so. We require the parent to sign a medical authorization form at the front desk. The form must be filled in its entirety, and clearly, name of the medication, dosage, and times of administering medication. Medication must be prescribed by a physician. We will only follow the directions on the prescribed labels of bottles/tubes for dispensing medication. As regards to over the counter medications such as Tylenol or cough suppressants, these must be at a physician's request with a letter in detail of administrating for children under two years of age. For children over two years of age, a parent's authorization is required.

In case of fever or any other medical condition for children over two years of age, over the counter medication can be administered to the child with an electronic authorization by the parent through text, email or fax. Breathing treatments shall be administered to children under doctor's/parent's instruction only for children three months and above.

### **Medical Emergencies**

In case of a medical emergency, your child will be transported by ambulance to the medical facility listed by the parent in the admission form, if possible or to the

nearest available facility. We will contact the parent and inform them of the incident and location.

### **Provisions for breastfeeding Mothers**

Breastfeeding is very beneficial to your newborn, and here at Kool Kids Daycare we accommodate our Mommie's with a separate and private room. This is available upon request.

Breastfeeding can sometimes be frustrating. For your convenience we have listed several facilities that may assist in learning the art of breastfeeding.

**Gulf Coast Regional Medical Center** - 1-850-747-3600 or [gcmc-pc.com](http://gcmc-pc.com)

### **Cypress Fairbanks Medical Center Hospital**

Support group discussions cover variety of breastfeeding topics, such as returning to work, overcoming challenges, breastfeeding in public, and starting solids and breast-feeding. New mothers are encouraged to bring their babies; classes are organized by the age of the infant, from newborn to six months. 281-897-3334 or visit [www.cyfairhospital.com/support](http://www.cyfairhospital.com/support)

### **La Leche League of Texas**

This is an international, nonprofit, nonsectarian organization dedicated to providing education, information, support and encouragement to women who want to breastfeed. All women interested in breastfeeding are welcome to attend the monthly group meetings or call a leader for breastfeeding help, [Texaslll.org](http://Texaslll.org)

### **WIC Breastfeeding Resources**

Since a major goal of the WIC Program is to improve the nutritional status of infants, WIC mothers are encouraged to breastfeed

their infants.

WIC mothers choosing to breastfeed are provided information through counseling and breastfeeding educational materials.

Breastfeeding mothers receive follow-up support through peer counselors.

Breastfeeding mothers are eligible to participate in WIC longer than non-breastfeeding mothers are.

Mothers who exclusively breastfeed their infants receive an enhanced food package.

Breastfeeding mothers can receive breast pumps, breast shells or nursing supplementers to help support the initiation and continuation of breastfeeding.

**For further information visit [www.dshs.state.tx.us](http://www.dshs.state.tx.us)**

### **Parent/Family Engagement**

Our objective is to establish a relationship with the parents of the children for whom we provide care for. Working in partnership with parents, we encourage their involvement, seek their support and understanding and appreciate their hopes and envision for your child's future. Parents are encouraged to be actively involved in the center program in hope that the center will become an extension of the home. With parents, center and staff working together we can provide a better tomorrow for our children. Strong parent involvement correlates with quality childcare.

Some ways parents can be involved are:

- Volunteer for field trips, classroom activities, and special events.
- Attend social gatherings.
- Assist in the classrooms.

These events will be posted on the Parent/Family Engagement board in our front

office.

### **Open Door Policy/Parental Visits**

Parents are welcome to visit the classroom at any time. Parents are reminded that pursuant to State law, you have the right to visit the center at any time without an appointment. You are reminded however, that when you are visiting in your child's classroom, you are responsible for your child and you agree not to create a distraction that prevents the classroom teacher from not performing her job. The visit should not exceed 15 minutes.

### **Parent Communication/Complaints**

Parental communications is via phone/text/email.

Kool Kids Daycare is committed to improvement of programs and services. They are welcome to discuss any questions of concerns about any policies or procedures of the facility. We will respond within 24 hours to suggestions, complaints and/or concerns. Parents are urged to communicate with the Director or Administrators.

### **Parent Conferences**

We schedule parent-teacher conferences on a as needed basis. We also provide a "All About My Day" written report given to the parent daily reporting child experience, health and meal plans.

### **Minimum Standards and PRS child abuse hotline information:**

Kool Kids Daycare is committed to follow the minimum standards and every parent can find a copy of the minimum standards online for their reference. You will also find phone numbers of the local licensing

office, PRS child abuse hotline, PRS website and all other relevant numbers may be provided upon request. The latest licensing inspection report is also displayed in the front office.

### **Absences**

Parents must notify the center by 9:00 a.m. if the child will be absent. Children absent for more than five consecutive days without contact from the parent will be considered withdrawn and must re-apply for admission if they choose to return.

### **Challenging Behavior**

Our program is committed to addressing challenging behaviors in a supportive and constructive manner, ensuring a positive learning environment for all children in our care. This collaborative effort involves clear roles for parents and teachers and defined steps the program will take. Teachers and the Director communicate regularly with families about their child's behavior to foster a strong partnership. When a negative behavior (hitting, biting, tantrums, etc.) are affecting other children a conference will be called. The Director will discuss the situation with the parents and agree on a plan to help the child resolve the problem. The center will need the cooperation and participation of the parents in following through with the chosen methods at home to provide consistency in the solution strategy.

If improvement in the child's behavior is not achieved in a reasonable amount of time, the parents will be notified to find another center. Every effort will be made to give five day's notice except in extreme cases of aggression.

Aggression resulting in injuries requiring medical care will cause the child to be dismissed immediately. We will inform parent of the above by phone call or parent conference, at which we will discuss steps to be taken to improve the situation.

### **Discipline and Guidance Policy**

Discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self control.
- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
- Using 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;
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out 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.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or

instrument;

- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with a door closed; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

In the case of an act of aggression such as hitting, biting, pinching, kicking or any other deliberate act that results in medical treatment for a child, the offending child will be immediately removed from the classroom, parents must agree to pick up the child within one hour and the child will be withdrawn. There are no second chances for hurting others. There are no refunds of tuition for children who are to withdraw because of acts of aggression.

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

We here at our center, take every measure to ensure our employees are trained in prevention of child abuse and neglect. Employees have annual and pre service trainings on detection and prevention.

Our center places tremendous importance on all aspects of child abuse and neglect. Abuse can be in the form of physical, mental, sexual or health checks. Our staff is well trained to detect, prevent and report any signs of child abuse and

neglect. Our staff mandated to take an annual training on the same. Kool Kids Daycare is committed to coordinating with local community organizations, social working groups, Child Protective Services, organizations for victims of domestic and sexual violence and all available resources to provide support and coordination to meet these challenges. The parents of a child who is victim of abuse and neglect must seek immediate intervention from Child Protective Services and seek immediate protection of the victimized child. The Director will advise parents and ensure timely intervention is obtained to address all aspects and concerns about the same.

### **INFORMATION ABOUT REPORTING CHILD ABUSE**

CHILD ABUSE HOTLINE INFORMATION IS POSTED IN THE FRONT OFFICE. PARENTS AND STAFF ARE ENCOURAGED TO TALK TO THE DIRECTOR ABOUT ALL SIGNS OF ABUSE.

OUR CENTER EXAMINES ALL SIGNS OF ABUSE AND NEGLECT FOR ALL CHILDREN ATTENDING OUR FACILITY IN THE FORM OF MARKS, BRUISES AND MENTAL ABUSE. OUR CENTER AND THE DIRECTOR WILL CONSCIENTIOUSLY REPORT ANY FORM OF ABUSE AND NEGLECT TO CHILD PROTECTIVE SERVICES AND ANY OTHER AUTHORITIES DEEMED FIT BY THE DIRECTOR. WE ARE NOT REQUIRED TO INFORM THE PARENT ABOUT THE REPORT, AS IT IS CONFIDENTIAL REPORTING AND WE WILL ENSURE THE SAFETY AND WELL BEING OF THE CHILD IN OUR CARE. PARENTS ARE WELCOME TO ADDRESS ANY ISSUES ABOUT THE SAME TO THE DIRECTOR AT ALL TIMES.

FOR PARENTS AND STAFFS INFORMATION:  
CHILD ABUSE HOTLINE PHONE NUMBERS:

1-800-252-5400

### **Parental Notifications**

All changes, events, and updates will be posted on our Parent/Family Engagement Board in the front office.

### **Field Trips**

Our center arranges field trips for children four years and above only. Postings of all scheduled trips will be presented five days before the trip on our Parent/Family Engagement board in our front office. Please ensure that you have submitted your child's permission slip to participate. The required fee (if any) for the event must be paid two days in advance. Your child must be in the required dress code for comfort during the trip.

### **Water Activities**

Our water activities consist of slides, splash pools and wading pools. Permission form must be signed for your child to participate.

### **Transportation**

We provide transportation to and from local schools.

### **Animals**

Animals are prohibited at our center.

### **Nutrition/Program Practices - Our policies include the following:**

Our center provides wholesome, nutritious meals to children. We are on the approved USDA food program. This is monitored and planned on required food guidelines.

We provide breakfast, lunch, snack and supper, Monday through Friday. A copy of the food menu is available in the front office. Home lunch practices: Parents may bring their children snacks and food. Please be aware of the right temperature to avoid contamination and be properly refrigerated and cooked before bringing the meal to the center. We have FDA posters posted on our front office about nutritional values of healthy foods for your viewing. Our program does not use peanut butter or any commonly known foods that could cause allergic reaction to the children. We do ask that the food item be given to the front desk with your child's name visibly marked on it. Your child will be served the next appropriate mealtime. Food items must be "ready to be served" or microwavable. Each classroom Teacher Board has a copy of our menu for your convenience.

**We encourage parents to provide meals with adequate nutritional values when bringing their child food from home.**

Liquids and foods hotter than 110 degrees F are kept out of reach.

Staff are educated on food allergies and they take precautions to ensure children are protected.

On days that providers serve meals, prepared food that is brought into the program to be shared among children is commercially prepared or prepared in a kitchen that is inspected by local Health officials.

That healthy snacks are available for school aged children as students arrive.

On days that providers serve meals, that milk, fresh fruit and vegetables are available to children who bring lunches from home.

**Immunization and Other Requirements**

At the time of admission, a current copy of your child's shot record must be presented. If you are a resident of Harris County, Tuberculin testing is not mandatory but advisable. Children attending school do not require to submit a copy of shot records. Please check the appropriate box on the admission form stating your child attends school outside the center. In case of children not immunized because of religious beliefs, a notarized letter by the parents stating the reason for not being able to provide the immunizations will be required to be submitted to the center before admission.

**Health Checks**

Our center will conduct Health checks as required to ensure the center is free of any preventable diseases and outbreaks. Health checks include:

- Head lice checks. Upon detection of head lice a letter will be provided to the parent. Child will be excluded from the classroom and parent will be notified immediately to make arrangements to pick up the child. Upon returning the facility, the child will be checked to ensure clearance. Attendance will be denied until complete clearance is obtained.
- Our center will also regularly conduct health checks on immunizations updates and also to ensure that no communicable and reportable diseases are prevalent in any of our staff and children. The center deserves the right of exclusion if any of the communicable diseases as per minimum standards are detected in any child and will be reported to the

health authorities as applicable.

### **Vaccine preventable diseases for employees for protecting children under the centers care.**

As per minimum standards code 746:3611 every employee should be free of any communicable diseases while they are in the direct care of the children. A policy update about requirements and procedures to implement this code will be included in the personnel policy handbook provided to each employee upon employment. The Director will ensure monitoring and implementation of the same to ensure the well being of the children.

### **Vision and Hearing**

The requirements for VISION AND HEARING SCREENING apply each year for children enrolled in any licensed child-care center and licensed childcare home or school program at the ages or grades listed below:

<b>WHO MUST BE SCREENED</b>	<b>WHEN SCREENING MUST BE DONE</b>
4 years old by September 1st Kindergarteners Any other first-time entrants (4 years* through 12th grade)	Within 120 days of admission
1st-, 3rd-, 5th-and 7th graders	Anytime within the school year (preferably within first semester)

*Although not required by Chapter 36, Department of Family and Protective Services licensed child-care center and licensed child care home are encouraged to screen all children younger than 4 years of age who can reliably respond to the screening tests outlined in the Department of State Health Service's vision and hearing screening protocols.*

### **Annual Health Statement**

Our center requires all children attending school and under 5 years of age to provide an annual health statement from their physician within 12 months from the date of admission.

### **Dress Code**

Although our center does not have a formal dress code, children are required to dress appropriately for the weather. We encourage all parents to send their children with socks and comfortable shoes during regular months and sandals during the summer months. This is to ensure that the children are comfortable and protected.

In case of younger children, please provide us with extra clothes in case of accidents.

### **Gang Free Zone**

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

We, as your child's daycare center are a Gang Free Zone. All areas within 1000 feet of a child care center is a gang free zone where criminal offenses related organized criminal activities are subject to harsh penalties.

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource

Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed childcare centers.

### **Emergency Preparedness Plan**

Our centers conduct severe weather lockdown drills every three months to train the staff and children on procedures of emergency evacuation. We conduct fire drills each month. Our daycare is completely ready to meet any emergencies that might occur while your child is in our care. These emergencies could be fire, tornadoes, hurricanes, floods, chemical spills, and communicable disease outbreaks, intruders, etc. We are fully ready to evacuate our children in case of any of the above emergencies.

In case of a fire or gas leak, the children will be moved away from the building into the parking lot or onto the playground area away from the center until assistance from the fire and police department arrive. They will be supervised accordingly until assistance from the fire department has arrived. In case of severe weather and the building is stable, staff will move the children to the hallway of the facility for safety. In cases where a violent or dangerous person puts the children's health and safety at risk, the front door to the facility will be immediately locked. Children will be moved from one room to another if needed otherwise caregivers have been instructed to keep children locked in their own room. In case the children need to be evacuated from the building there are two alternative locations to take the kids to:

- 1. Queens Road Baptist Church, 909 Queens Road, Pasadena, TX 77502
- 2. Alta Vista Baptist Church, 3115 Lafferty Road, Pasadena, TX 77502

The children will be transported to the alternative locations by vans or employee cars, based on attendance. Children will be accounted for by the use of roll call sheets when being moved to the alternative location as well upon arrival to ensure all children are accounted for. Each caregiver will move their children directly from their room to the outdoor meeting location on the playground or parking lot. From there the Director or person in charge will give notice if the building is unsafe and to move onto the alternate location. The Director will check each group of children when leaving the center and upon arrival to the alternate location. Children 24 months and under or with limited mobility will be put in the emergency crib evacuation or carried by caregivers for safety. Children with mental or visual impairments will be escorted out by a caregiver to ensure their safety. The emergency number on file with the facility will be 713-944-5665. Local emergency services such as medical, fire, law enforcement, child care licensing or health department will be called by the center's cell phone by the Director. The center administration, cook, and assistants will ensure parents are called to inform them of the emergency. Essential documentation such as the children's parent information, emergency contacts, and medical information are taken in the center's emergency binder. This binder is kept on the premises at all times and can be used as a tracking system along with the teacher roll sheets to ensure all children are accounted for. In case of a lock down or severe weather parents will be notified to pick up their child. Once law enforcement

has secured the health and safety of the children they will be released to their parents or emergency person on file with parental approval. In case the center has relocated to the alternate shelter parents will need to call and may pick up their child if it is safe. In case of flooding or other risks, children will be kept until it is safe to leave or law enforcement has secured it is safe for children to be released. Staff will continue to care for their own group of children with proper supervision and meeting the child's needs until parents arrive. The emergency diagram and relocation plan is located in the center's classrooms and prominent locations. Any further questions should be directed to the Director.

### **Disaster Preparedness: Fire/Tornado Drills**

We hold fire drills once per month. It is the teacher's responsibility to get all the children out of the building safely, in under three minutes. All classrooms meet in the front side parking lot of the building or the parking lot of the academy on the back side of the daycare. Once we get the children out of the building, it is the teacher's responsibility to stay with that group of children until the disaster has passed. The teacher must have a written list of all the children in her group and make sure that everyone is accounted for. It is also the teachers duty to keep children calm and organized during these drills. Infants are placed in evacuation cribs because it has broad based wheels and taken to the parking lot away from the building. We hold severe weather/shelter/lockdown drills once every 3 months. During the severe weather drill teachers are to take the children into the hallway or into the classroom with no windows. Once

the children are in place, we must assume the disaster position. We teach children to get down on their knees with their faces to the ground and their heads against the wall. We then teach them to cover their heads with their hands/blankets. In cases of toxic fumes or for any other reason, we will then evacuate the building.

### **Lockdown Procedures:**

When there is a threat of violence or serious incident that could jeopardize the safety of students/staff including intruders, shooting, hostage incidents, gang violence or civil disturbances, the staff will lock all doors and place the children in the safest place possible in their classrooms or the nearest safe room that can be locked.

### **Screen time and electronic devices policies**

Our centers follow the Child Care Licensing minimum standards and allow 1 hour of screen time in a day. School age children are allowed PG movies; non-school age children are only allowed E rated movies. Children are not allowed to bring cell phones, tablets or video games under no circumstances. If a child brings any of the above into the facility, the center is not responsible for any loss or damage to devices.

### **Physical Activity**

Our centers encourage children to have adequate physical times in the form of outside playtime. Teacher lead activities include body movements, exercise, running etc. For their development our centers implement outdoor play twice daily, weather permitting. We do follow all weather advisories such as ozone watch

and other impending severe weather advisories.

### **Inclement Weather**

In case of inclement weather conditions, we will inform parents of our decision depending on the official weather advisories. We will contact parents via text, phone, or email about facility closures, and the need for emergency pick up of your child or evacuation procedures.

### **Other Guidelines**

In case of need to update/add/delete any contact information, please let our front administration desk know about your changes.

Parents are welcome to bring their children food items, which will be served at mealtime and a change of clothes as well if needed.

Our center discourages children bringing toys from home as it creates a distraction and disturbance in the classroom environment. Our center are not responsible for lost, misplaced or broken toys.

### **Birthday Party Guidelines**

Parents are welcome to seek the center's involvement in celebrating their child's birthday. We ask to only provide store packaged items to the children. We also do NOT allow balloons and candles in the classrooms for security of the facility.

### **INSECT REPELLANT AND SUNSCREEN**

Parents can bring insect repellent and sunscreen lotions for their children at our facility however, a permission form is required to be signed.

### **SAFE SLEEP**

Our center follows the new guidelines as regards to safe sleep procedures for infants. Every parent is required to sign the form on the policies our center follows on safe sleep procedures for infants. If any variation is desired by a parent for their child a doctors note will be required to be submitted to the center.

### **TERMINATION OF SERVICES**

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay tuition
- Routinely late picking up child
- Lack of parental cooperation
- Serious illness of a child
- Physical or verbal abuse to any person on the property
- Our inability to meet the child's needs
- Lack of compliance with regulations
- Failure of the child to adjust to the center after a reasonable amount of time

### **WITHDRAWAL POLICIES**

Parents are required to give the center two weeks notice about withdrawing their child/children from the facility.

### **CELL PHONE USAGE**

Parents are requested to limit cell phone usage while communicating with center staff to avoid miscommunication as in person communication is highly recommended.

### **PARENT INPUT**

Kool Kids Daycare would appreciate parental input/appreciation by Google reviews, surveys, letters of appreciation in order to strive for better services for your children.

### **PROGRAMS AT OUR CENTER**

Kool Kids Daycare is a WorkForce Solutions vendor and a TRS provider. Information and resources about these programs can be provided at the front desk upon request.

### **ADMISSION EXCLUSIONS**

Kool Kids Daycare reserves the right to not accept children with disabilities as our facility unfortunately does not have trained staff available to adhere to the needs of special needs children.

### **ACCOMMODATIONS**

Our program's policy and process in supporting families and children who may need additional accommodations to include home language, differing abilities, and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the public and in the parent's primary language. Please notify the Director if you or your child require accommodation, and we will ensure that we do our part to meet your needs.

Below are ways that our program will partner with families:

- Any recent changes in policies, guidelines and State Laws amendments will be conveyed in writing.
- We provide printed materials in

English and Spanish for special needs/ differing abilities and/or cultural backgrounds.

- We provide space to accommodate sessions if specific therapies are needed during the day while the child is in our care.
- Participation in all comprehensive care meetings if needed.
- Complete supporting documentation from an authorized medical professional for any accommodations related to the child's physical or developmental needs.
- Provide opportunities for cultural inclusiveness by hosting cultural events throughout the year.

### **EPINEPHRINE AUTO INJECTORS**

Kool Kids Daycare does not stock nor treat children with anaphylaxis with unassigned epinephrine auto injectors.

### **PHYSICAL ACTIVITIES AT OUR CENTER**

Kool Kids Daycare encourages physical activities with children as it enhances their mental, physical and social skills providing them with a sense of team participation. We have well equipped playgrounds both soft and hard surfaces, to provide a variety of choices for physical activities. Children can play football, basketball, hop scotch, hula hoops and many other competitive games.

Kool Kids Daycare encourages parental participation in all our activities like seasonal festivals, field trips, and any classroom/events held at our center so our children can benefit from a complete sense of involvement from all adults in their lives. Please contact our center Director for all your interests in doing

so. We provide both indoor and outdoor physical activity programs. We encourage dance and body movements, physical exercise, yoga, stretching while indoors as part of our physical activity program. We have large classrooms to carry out all of the above mentioned activities.

In order for our children to be able to carry out the above activities, we recommend appropriate clothing/ footwear to be provided by the parents to facilitate our children's participation in all of the activities provided by us.

**INDOOR AND OUTDOOR PLAY:**

Kool Kids Daycare offers indoor and outdoor active and quiet play, and as per hours in care which includes moderate to vigorous active play as under.

**Infants birth through 12 months:**

Two opportunities for outdoor play weather permitting as per child's tolerance.

**Infants 13 months through 17 months of age:**

60 Minutes daily

**Toddler through 3 years of age:**

60 minutes daily

**Pre-Kindergarten age children:**

90 minutes daily

**School age children:**

30 minutes during the school year and 90 minutes during days of no school.

**Requirements for a child needing therapeutic or special treatment**

Written approval from a physician or health care professional with perspective authority if the diet is related to a disability

restricting the child's diet.

Written approval from a health care personnel or registered licensed dietitian if the diet is not related to a disability restricting the child's diet.

For a child needing child intervention services (therapy of any kind), a parent consent form is required to be filled out consenting to the child having in-classroom therapy or in a private room therapy. Kool Kids Daycare strongly supports therapy for any child(ren) enrolled at our center in need of therapy. We do however encourage the therapist and the parent to communicate and agree as to how therapy will be implemented at our center for successful child development.

**PARENTAL NOTIFICATION**

Parents will be able to view the most recent Department of Family and Protective Services inspection/investigation report, (compliance information is also on the web at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or from your local Licensing office), at the reception area of the facility.

**Screen Time Updates**

As per new regulations screen time will be maintained at one hour each day at our center. Screen time includes TV, video, computer or video games. Screen time exceeding one hour is for educational purposes only. School-age children are allowed to use screen time without restrictions for homework purposes only.

**Helpful Information**

The requirements for screen time activities are consistent with the Caring for Our Children: National Health and Safety Performance Standards, 4th Edition.

For children under the age of two, no media time is recommended since during the first two years of life children's brain and bodies are going through critical periods of growth and development. It is important that very young children have positive social interactions with their parents and caregivers instead of through media time that takes away from these vital interactions.

Excessive media use has been associated with lags in achievement of knowledge and skills, as well as negative impacts on sleep, weight, and social and emotional health.

Children should view screen time activities with an adult who can help the children apply what they are learning to the world around them.

Research indicates that screen time is most appropriate and offers the most benefit when children are actively engaged with the content they are viewing. Labeling objects, identifying people on screen, and asking questions are all active viewing strategies that maximize children's learning during screen time.

Caregivers serve as role models and should not be using digital media that is not directly involved in the care of children. Also see §746.1203(6)(D) of this chapter, which does not allow caregivers to use personal electronic devices, such as cell phones, tablets and video games that are not directly involved in the teaching, care, or supervision of children in care.

Regarding paragraph (c)(3), the one hour limit on screen time does not apply to the field trips away from the center.

### **Substitute Snacks or Meals provided by the Parent**

Kool Kids Daycare is on the CAFPP program and continues to follow all program requirements on meal patterns. Kool Kids Daycare offers seconds servings from allowable food groups.

### **NUTRITION UPDATE**

If a child is in care: Kool Kids will offer the child at least this amount of food.

- Less than four hours: one snack
- Six to eight hours: one meal
- Six to eight hours: one meal and one snack
- More than 8 hours: a. Two Meals and one snack; or b. One meal and two snacks.

### **Helpful Information**

Well-balanced meals provide the food children need to grow, think, fight infection, and fuel their bodies.

The American Academy of Pediatrics (AAP) affirms that, since young children eat in small feedings and a child's appetite and interest in food may vary from one meal or snack to the next, children need to be fed often. As a result, snacks often become a significant part of a child's daily food intake.

### **CONTACT INFO/SCHOOL TRANSPORTATION UPDATES FOR PICKUP-DROP OFF**

Parents are required to fill out the required form at the front desk for any changes on the above or communicate on the facility cell phone 832-985-5880 to avoid miscommunication or misunderstandings and keep all information up to date.

### **CONCLUSION**

We hope to work together with you in securing a better and brighter future for your children. We welcome this opportunity to join together to achieve our goals.

Ms. Nancy Trevino - Director  
Kool Kids Daycare

Again, welcome to our Center!

NAME OF CHILD CARE FACILITY

TELEPHONE NUMBER

### REQUEST FOR NON-DAIRY MILK SUBSTITUTION

Parents/guardians may request that a non-dairy fluid milk substitute is served to their child with a medical or special dietary need.

Fruit juice and water cannot be offered as a non-dairy milk substitute for children with medical or special dietary needs that do not rise to the level of a disability. A medical statement is required to be submitted.

A non-dairy milk substitute must, at a minimum, contain the following nutrient levels per cup (8 fluid ounces) to qualify as an acceptable milk substitution:

Nutrient	Amount	Nutrient	Amount	Nutrient	Amount
Protein	8 grams	Vitamin D	100 IU	Potassium	349 mg
Calcium	276 mg	Magnesium	24mg	Riboflavin	.44mg
Vitamin A	500 IU	Phosphorus	222 mg	Vitamin B-12	1.1 mcg

**PART 1–FACILITY ADMINISTRATOR - COMPLETE THIS SECTION PRIOR TO DISTRIBUTION OF THIS FORM**

This child care facility will provide the following non-dairy milk substitute which meets the USDA approved nutrient standards for a milk substitute: (list name brand substitution you will provide)  
BRAND NAME OF MILK SUBSTITUTION: \_\_\_\_\_

This child care facility has chosen not to provide a non-dairy milk substitute for cow's milk.

**PART 2–PARENT/GUARDIAN – COMPLETE THIS SECTION AND RETURN TO THE FACILITY ADMINISTRATOR;**

CHILD'S FULL NAME:

DATE OF BIRTH:

**State the medical or special dietary need that restricts your child's diet and requires a substitute for cow's milk:**

PLEASE PRINT: \_\_\_\_\_

**CHOOSE ONE STATEMENT LISTED BELOW:**

I request that my child is served the non-dairy milk substitute provided by the facility and listed above.

I will provide an approved non-dairy milk substitute that meets the USDA approved nutrient standards.  
BRAND NAME OF MILK SUBSTITUTION: \_\_\_\_\_

I will provide a non-dairy milk substitute that **does not meet** the USDA approved nutrient standards.  
BRAND NAME OF MILK SUBSTITUTION: \_\_\_\_\_

I understand that the following non-dairy milk substitutes require that I also submit a Medical Statement to Request Special Meals and/or Accommodations in the Child and Adult Care Food Program (CACFP): almond milk, coconut milk, rice milk, pea milk, flax milk, oat milk, hemp milk, hazelnut milk, sunflower milk, whole grain milk, and other milks that do not contain the above required nutrients.

**This statement will remain in effect until the parent and legal guardian revokes such statement in writing.**

Signature of Parent/Guardian:

Print Full Name:

Date Signed:

**FOR FACILITY/CHILD CARE CENTER ADMINISTRATOR TO COMPLETE:**

Signature of Center Administrator:

Print Full Name:

Date Signed:

WEEK #1 KOOL KIDS DAYCARE  
USDA APPROVED FOOD MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>BREAKFAST (6:15 AM - 7:15 AM &amp; 8:00 AM - 9:00 AM)</b>				
CINNAMON TOAST WHEAT BREAD	CHEERIOS	PANCAKES	KIK	PANCAKES
APPLE SAUCE	PINEAPPLE TIDBITS	PEARS	PINEAPPLE TIDBITS	APPLE SAUCE
MILK	MILK	MILK	MILK	MILK
<b>LUNCH (11:00AM TO 1:00PM)</b>				
SPIRAL NOODLES/ WHEAT BREAD	ALFREDO FETUCCINI/ WHEAT BREAD	MAC & CHEESE/ WHEAT BREAD	CHICKEN NUGGETS	INTERNATIONAL RICE WHEAT BREAD
RANCH STYLE BEANS	NORTHERN BEANS	CHICKEN	MASHED POTATOES	PINTO BEANS
CABBAGE	BABY CARROTS	POTATO SALAD	FRESH CANTALOUPE	TATER TOTS
FRESH CANTALOUPE	FRESH CANTALOUPE	FRESH CANTALOUPE		FRESH CANTALOUPE
MILK	MILK	MILK	MILK	MILK
<b>PM SNACK &amp; EVENING SNACK (2:00PM TO 3:00PM / 5:30PM TO 6:30PM)</b>				
ANIMAL CRACKERS	SALTINE CRACKERS	RITZ CRACKERS	GRAHAM CRACKERS	CHEESE ITZ
100% JUICE	100% JUICE	100% JUICE	100% JUICE	100% JUICE
<b>SUPPER (4:00PM TO 6:00PM)</b>				
HAM & CHEESE WHEAT BREAD	SPAGHETTI WHEAT BREAD	NOODLE SOUP WHEAT BREAD	CHICKEN NUGGETS	CORN DOG & MAC & CHEESE WHEAT BREAD
TATER TOTS	BEEF/PINTO BEANS	RANCH STYLE BEANS	CORN	BABY CARROTS
FRESH APPLES	FRESH CANTALOUPE	FRESH APPLES	FRESH CANTALOUPE	FRESH APPLES
MILK	MILK	MILK	MILK	MILK

WEEK #2 KOOL KIDS DAYCARE  
USDA APPROVED FOOD MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>BREAKFAST (6:15 AM - 7:15 AM &amp; 8:00 AM - 9:00 AM)</b>				
CINNAMON TOAST WHEAT BREAD	CHEERIOS	PANCAKES	KIK	PANCAKES
APPLE SAUCE	PINEAPPLE TIDBITS	PEARS	PINEAPPLE TIDBITS	APPLESAUCE
MILK	MILK	MILK	MILK	MILK
<b>LUNCH (11:00AM TO 1:00PM)</b>				
SPIRAL NOODLES/ WHEAT BREAD	ALFREDO FETUCCINI/ WHEAT BREAD	MAC & CHEESE/ WHEAT BREAD	CHICKEN NUGGETS	INTERNATIONAL RICE WHEAT BREAD
RANCH STYLE BEANS	NORTHERN BEANS	CHICKEN	MASHED POTATOES	PINTO BEANS
CABBAGE	BABY CARROTS	POTATO SALAD	FRESH CANTALOUPE	TATER TOTS
FRESH CANTALOUPE	FRESH CANTALOUPE	FRESH CANTALOUPE		FRESH CANTALOUPE
MILK	MILK	MILK	MILK	MILK
<b>PM SNACK &amp; EVENING SNACK (2:00PM TO 3:00PM / 5:30PM TO 6:30PM)</b>				
ANIMAL CRACKERS	SALTINE CRACKERS	RITZ CRACKERS	GRAHAM CRACKERS	CHEESE ITZ
100% JUICE	100% JUICE	100% JUICE	100% JUICE	100% JUICE
<b>SUPPER (4:00PM TO 6:00PM)</b>				
HAM & CHEESE WHEAT BREAD	SPAGHETTI WHEAT BREAD	NOODLE SOUP WHEAT BREAD	CHICKEN NUGGETS	CORN DOG & MAC & CHEESE WHEAT BREAD
TATER TOTS	BEEF/PINTO BEANS	RANCH STYLE BEANS	CORN	BABY CARROTS
FRESH APPLES	FRESH CANTALOUPE	FRESH APPLES	FRESH CANTALOUPE	FRESH APPLES
MILK	MILK	MILK	MILK	MILK



## Parent Handbook



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