



Parent Handbook

**Kids Cove Preschool and Daycare
North Shore United Methodist Church
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<http://northshore-umc.org/mission-outreach/kids-cove-preschool>



**Kids Cove Preschool and Daycare
Parent Handbook**



Kids Cove at North Shore UMC

The goal of Kids Cove is to be one of the leading child care program in the Canyon Lake areas. Our goal is to educate our students in a Christian environment, honoring who God created them to be by understanding their needs and learning styles so that they master academic skills, become lifelong self-directed learners, and are outstanding examples of Godly character.

Our program gives children, infants up through elementary age, enriching opportunities to develop the whole child. We focus on learning through both child-directed play experiences and curriculum time. We believe a balance of play and learning enhances growth and development in all areas: physically, socially, emotionally, creatively, and intellectually. This growth is achieved in a safe, secure, and loving Christian environment with caregivers who are dedicated to enriching children's lives.

We provide children opportunity to learn about God's love for them through Bible stories and song. We do not teach denomination doctrine to our children. We teach basic principles concerning godly character such as loving one another, sharing, kindness, etc. Children are encouraged to be good examples of Christ in their behavior.

NON-DISCRIMINATION POLICY:

Kids Cove does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

Required Policies

Kids Cove is licensed and regulated by the Texas Department of Family and Protective Services. The follow policies are required by Child Care Licensing per The Minimum Standards for Child Care Centers 746.501.

1. HOURS OF OPERATION

Kids Cove is open from 6:45am-6:00pm, Monday-Friday, with the exception of major holidays. Kids Cove will provide a "dates of closure" document that will be given to parents at the time of enrollment and at the beginning of each calendar year.



**The tuition due each month is based on a daily rate multiplied by the number of days Kids Cove is open each year, then divided into 12 even payments. Therefore, full tuition is due every month, regardless of holidays or Vacation Bible School.

2. RELEASE OF CHILDREN

Kids Cove welcomes parents and/or guardians to come and observe their child's class at any time, however, we do have a drop off time of 8:45am – 9:00am each day so that each child can take part in our full educational program while minimizing disruptions throughout the day. Kids Cove reserves the right to dismiss a family at any time if their child is frequently dropped off after the designated daily drop off time. In the event that a parent is unable to pick up their child, they may authorize another legal adult to pick up. Children will not be released to a minor. Authorized adults must be listed on the enrollment form to pick up and the authorized adult **must bring a picture ID**. Staff will not release children to any adult without a picture ID.

3. ILLNESS AND EXCLUSION POLICY

Children who are ill should not attend child care. Kids Cove observes the standards set by the Texas Department of Family and Protective Services for ill children. The most common standards for exclusion are:

1. Illness that prevents the child from participating in child care activities, **including outdoor play**.
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children.
3. Oral temperature of 101 or armpit temperature of 100.4.
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, 2 or more vomiting episodes in 24-hours.
 - a. Kids Cove will contact the parent to a **pick up a child** who has **(2 or more) diarrhea/loose stools or vomiting** occurrences **within 1 day** of care.

In addition to the standards above, the Director may require exclusion from care if a child is showing other signs of illness in a child.

If a child becomes ill while in our care, we will contact the parent immediately. Parents need to pick up children within 1 hour of notification. We will care for the child with proper supervision and give extra attention to hand washing and sanitation practices. In the event of severe illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, Kids Cove may call for an ambulance at the parent's expense.

If a child is home sick from our program, **the child may not return** until the child is **symptom-free for 24-hours**. Also, fever-free for 24 hours without the aid of medication.



4. MEDICATION

Please inform your physician that your child is in full-day preschool and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Kids Cove is designed for **well** children.

If medications must be administered at school, the following conditions must be met:

- ❑ Prescription medication will be accepted only if it is in the original container with the original prescription label, and has not reached its expiration date.
- ❑ Before any prescription medication can be administered, we must have permission in writing by the child's parent or guardian.
- ❑ Non-Prescription medication will only be administered with documented permission from the parent and will follow the dosage instructions printed on the medication container. We will not administer non-prescription medication if it does not come with the dosage instructions clearly printed. If the dosage instructions for their child's age say "consult with a pediatrician and/or doctor", then we also require a note from the child's doctor with clear dosage instructions.

Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated as needed.

5. PROCEDURES FOR HANDLING MEDICAL EMERGENCIES

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. **All children must have an emergency medical release form on file in case of such an emergency.**

If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center 1.800.222.1222.



6. PARENT NOTIFICATIONS

Open communication with parents is very important to children's success. Kids Cove has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. If Kids Cove makes any changes to the operational policies, parents will receive notice. Listed below are ways that Kids Cove may communicate with parents:

- Email notifications
- Written memos placed in your child's family folders
- Verbal communication with the child's teachers and director
- Phone calls

7. DISCIPLINE & GUIDANCE POLICY

Kids Cove staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples are as follows: praising and encouraging good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements; and by redirecting behaviors in positive ways. There may be times during the day when a supervised separation time is needed. This is a "time-out" and is used according to the child's age and development and limited to one minute per year of the child's age. Kids Cove staff will never use corporal punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. The aim is to develop personal standards in self-discipline. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Kids Cove reserves the right to terminate care for the child in continuing, severe discipline situations.

8. Lunch and Snack

Kids Cove does not provide meals for children. It is the parent's responsibility to provide lunch daily. Each child's lunch must be kept in their classroom in their personal lunch boxes brought from home. The classrooms do not have refrigerators or microwaves so lunch must be ready to serve from the lunch box. Hot and cold packs are a good way to keep food warm or cold as needed. Kids Cove is not responsible for the nutritional value or the child's daily food needs. Children may be brought in with breakfast **before 8:15 am. After 8:15 all breakfast food will be picked up.** Please do not sit your child down at a table in their classroom with breakfast after 8:15 am.

Parents of children enrolled in the infant room are required to complete an "Infant Feeding Sheet" at the beginning of each month. This instructs us on how to feed your baby according to your directions.



Kids Cove provides morning snack for all children present at 9:30am. Lunch is served between 11:15am and 12:15pm depending on the classroom. Afternoon snack is provided and is served after the rest period around 3:00pm. The monthly snack menu is posted on the parent board at the front entrance. Please advise the center of any allergies. **Kids Cove is a Peanut-Free School.**

9. IMMUNIZATION REQUIREMENTS

Immunization records must be current for all children. A copy must be in the child's file. **It is the parent's responsibility** to ensure that the child's immunizations are current. Failure to keep children current on immunizations may lead to exclusion from Kids Cove until immunizations are current.

From time to time Kids Cove may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit must be on file for these children.

10. TUBERCULIN TESTING REQUIREMENTS

Based on local health department guidelines, proof of TB testing is not required in order to be enrolled in our program.

11. HEARING AND VISION SCREENING

Hearing and Vision Screening for possible vision and hearing problems is required by the Special Senses and Communication Disorders Act, Texas Health & Safety Code, Chapter 36, for children who are 4-years old. Parents must bring in screening proof from their local pediatrician. Most pediatricians do this at the child's 4-year-well-check appointment.

12. ENROLLMENT PROCEDURES

Upon selecting Kids Cove to meet your child's child care needs, all enrollment paperwork is required before the child can start our program. Incomplete paperwork will not be accepted. Paperwork required for enrollment includes:

- Enrollment Form
- Authorization for Emergency Medical Attention
- Physician's Statement
- Tuition Agreement
- Infant Feeding form (has to be submitted monthly until your infant is 12 months old)



When removing your child from the center you must give a **one month written notice**. If a one month written notice is not given you are still responsible for paying for the month.

Parents will be notified within 30 days of any policy change in writing. Signatures from parents may be required.

13. TRANSPORTATION

Parents are responsible for getting their child to care each day. Kids Cove will not transport children. The only exception to this will be for the afterschool elementary program for students from Rebecca Creek Elementary.

14. WATER ACTIVITIES

Kids Cove will not have water activities.

15. FIELD TRIPS

Kids Cove will not take field trips off campus.

16. ANIMALS

From time to time, Kids Cove may have classroom pets that meet the requirements by Texas Child Care Licensing. A notice to parents will be posted outside any classroom door when a pet is present.

17. QUESTIONS OR CONCERNS

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the Kids Cove Director. Through open communication, we can ensure that all parties are well informed and working as partners in the child's education.

18. OPEN DOOR POLICY

We welcome parents at any time, in any area of our school. However, Kids Cove asks that parents presence not be disruptive. Kids Cove is a privately owned and operated facility. We have the right to refuse service at anytime to anyone.



19. PARENT PARTICIPATION

We encourage parent involvement, especially for helping and encouraging teachers. Also, if you have a concern, please schedule a time to meet with the classroom teacher and/or the director of the facility.

20. MINIMUM STANDARDS FOR CHILD CARE CENTERS

Kids Cove is licensed and regulated by the Texas Department of Family and Protective Services and we follow the Texas Minimum Standards for Child Care Centers. Parents may review a copy of these standards in our Director's office or view the standards online at

www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp

21. COMPLIANCE HISTORY

Kids Cove encourages parents to view our compliance history with Child Care Licensing. Our most recent inspection is posted in the front entrance area or you may view this at

www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp

Parents may also contact our local child care licensing office at 512-753-2233.

22. GANG-FREE ZONE

Under the Texas Penal Code, any area within 1000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty. Kids Cove is a GANG-FREE ZONE.

23. EMERGENCY PREPAREDNESS PLAN

Below is the Emergency Preparedness Plan designed for Kids Cove. Parents are encouraged to read this information carefully.

During any emergency, the teacher will know how many children are present, and will have the class sign-in and sign-out log.

In all situations in this Emergency Preparedness Plan, the Director is in charge. In the Director's absence, a designated staff member on duty assumes the responsibilities of the Director and will contact the Director as soon as possible. In all situations in this Emergency Preparedness Plan, the Director or designated person in charge will call 911 as each situation dictates and/or notify Child Care Licensing and/or the Health



Department. In all situations in this Emergency Preparedness Plan, the Director or designated person in charge may delegate any portion of his/her duties to other staff members or emergency personnel as he/she deems necessary.

TORNADO/BAD WEATHER

- The teacher will instruct the children to stay calm.
- The teacher will focus on the kids not the situation.
- The teacher will get the class sign-in/sign-out sheet and place it in her clothing. Then grab her flashlight.
- The teacher will take all the children to the center hallway. The children will sit as close together as possible and will duck and cover. This will be familiar to the children since it is practiced each time a severe weather drill is conducted.
- Infant classroom: The teacher will place babies into the evacuation crib and place another mattress sideways across the top of the crib. The teacher will roll the crib to the center hallway and huddle next to them.
- The teacher will stay there until advised that the bad weather has passed.
- The teacher will quietly sing songs with the children to help them keep calm.
- The Director in charge will monitor local weather stations and the weather alert radio for updates.

COMMUNICABLE DISEASE OUTBREAK

- All staff members will vigilantly follow policies and procedures regarding diaper changes, toileting, hand-washing, food distribution and general common-sense measures such as keeping surfaces clean, changing bedding, teaching children how to cover coughs and sneezes, etc., to prevent the spread of germs that cause illness in the first place.
- In the event of an outbreak, the Director, or person in charge, will notify the Health Department and Child Care Licensing to inform them of the situation and ask for instructions and guidelines to follow for specific illness or outbreak.
- The Director, or person in charge, will inform all staff members of instructions and guidelines and require them to follow the same.
- The Director, or person in charge, will also notify all parents about the situation in writing within 48-hours as required by the Texas Department of Family and Protective Services and Child Care Licensing.
- All staff is to follow the school's confidentiality policies when speaking of the above outbreak. Any violation of the confidentiality policy is grounds for immediate termination.



LOCK DOWN
(INCLUDES WEAPON, HOSTAGE INCIDENT, INTRUDER, TRESPASSING,
DISTURBANCE)

- The Director, or person in charge, will announce, "Lock Down" or other discrete code and will call 911. The director, or designated person, will supervise at all times during the incident, if possible.
- The teacher will say calmly to the children a discrete phrase, such as "Rabbits in the Hole"; the children will know what to do because this procedure is routinely practiced.
- Infant classroom: The teacher will place babies in two or three cribs with a few quiet toys. The teacher will place another empty crib or two in front of the classroom door.
- The teacher will put the sign-in/sign-out sheet into her clothing.
- The teacher will close all the classroom doors and lock them if possible.
- The teacher will turn off the lights.
- The teacher will whisper and remind the children that "we are to be very quiet."
- The teacher will do a name/face check silently.
- If the intruder enters the classroom, the teacher will not argue with the intruder.
- The Director, or person in charge, will ensure that all main building entrances and exits are locked and that no unauthorized individuals leave or enter the building.
- The teacher will await further instructions from the Director, or person in charge, or emergency personnel.

ACCIDENT

- The teacher will make sure all children are supervised.
- The teacher will comfort the child by speaking in a low, quiet voice.
- The teacher will apply first aid as needed.
- The teacher will call the office if you need further assistance and/or the Director, or person in charge to call 911.
- The teacher will apply pressure to stop the bleeding. (In an extreme case, the teacher will take off the child's shirt and use it to help stop the bleeding.)
- If injury is to the head or face, the teacher will report it to the office immediately, even if the injury is minor.
- The teacher will complete an Accident/Incident Report, have the Director sign it immediately, and have the parent sign it when the child is picked up.
- The teacher will turn the Accident/Incident Report in to the Director, or person in charge, before the teacher leaves on the same day.
- The teacher will keep the Accident/Incident Report confidential.
- In the event of serious illness or injury involving an adult, the teacher will contact the office and the Director, or the designated person in charge, will call 911 and/or the person's emergency contact.



ILLNESS

- The teacher will ask the child, "What doesn't feel good?"
- The teacher will contact the front office and have the child's temperature taken. If the fever is over 100.4 degrees (under the arm), the Director, or person in charge, will contact the parent.
- If no fever, the teacher will make the child comfortable and keep an eye on the child.
- If the child complains of pain, the teacher will ask him to point with one finger to where it hurts the most and then investigate that spot for injury or discoloration and call the office.
- If the child has light vomiting or mild diarrhea: call the office after the 2nd episode.

EXPLOSION, CHEMICAL SPILL OR GAS LEAK

That occurs INSIDE the facility

- See procedures for FIRE and OFF-SITE EVACUATION AND RELOCATION

That occurs OUTSIDE the facility

- The teacher will close doors and lock if possible.
- The teacher will turn off air conditioner/heater.
- The teacher will turn off lights, computers, TV, radio, CD player, aquarium pump or anything else that may cause a spark.
- The teacher will keep children seated on the floor and calm. The teacher will sing quiet songs or read stories.
- The teacher will be prepared to evacuate if told to do so by the Director, or person in charge, or emergency personnel.
- If the teacher detects a strong odor, the teacher will show the children how to lift up and breathe through their shirts.
- If the teacher is told to evacuate, the teacher will consider crawling to avoid strong fumes that are floating higher in the air.

BOMB THREAT OR OTHER THREAT

- The Director will write down everything the person says.
- The Director will ask where the bomb is.
- The Director will ask when the bomb (or other threat) will "go off" or "happen".
- The Director, or person in charge, will call 911 immediately.

EVACUATION AND RELOCATION

- The teacher's primary responsibility is to keep the children safe.
- The teacher will place the sign-in/sign-out sheet into her clothing.
- If time allows, the teacher will gather children's diaper bags, bottles, baby formula/food, and coats.



- The on-site relocation destination for Kids Cove is the main church building next door at North Shore United Methodist Church. This will be our primary relocation destination unless it is determined to be unsafe.
- The off-campus evacuation and relocation destination for Kids Cove is Rebecca Creek Elementary School.
- For off-campus evacuation, children will be evacuated in North Shore United Methodist Church's vans from oldest to youngest so that older children can assist with keeping children seated at the evacuation site. Depending on the situation, the county may also send transportation vehicles.
- The Director is responsible for keeping a charged cell phone with her and overseeing and directing the evacuation process. She is the last person to leave the building.
- The Assistant Director or lead staff is responsible for taking the emergency binder (of permission slips and parent contact information), the first aid kit, emergency medication (i.e. insulin, EPI pens, asthma medications), and a charged cell phone and accompany the first vehicle to the evacuation site so that she can oversee/be in charge at the evacuation site.
- The Director and Assistant Directors are aware of each cell phone number.
- Children under 24 months or with disabilities will be evacuated in this way... Infants 0-12 months will all be put into cribs and wheeled out of the building for faster evacuation. The Director or extra staff will help with the 13-29 month old class to ensure they have an extra hand to get the children out in a timely manner.
- After all children and staff have been relocated to the evacuation site and are safe and have had all needs taken care of, the Director and designated staff will contact parents and notify them of the situation.
- Staff members will continue to supervise and take care of the children including entertaining them with songs, stories, games, etc. at the evacuation site. Watch the kids, not the situation.
- The Director will continue to supervise and take care of the needs of the staff.
- The Director will be the contact person for emergency personnel and parents.
- The center's usual verification process for allowing adults to pick up children from the center will be used at the evacuation site. (i.e. only persons listed on the child's enrollment form as authorized to pick up will be allowed to do so after showing photo ID.)

FIRE

- When aware of fire or when alarm sounds, the teacher will quietly say, "Fire drill boys and girls; line up at the door, please." This should be familiar to them since the teacher says it every month when she practices monthly fire drills. *Her primary responsibility is to get the children safely out of the building. She will not attempt to put out the fire unless it is between her and a child or preventing exit.*
- The teacher will keep the sign-in/sign-out sheet with her.
- The teacher will make a quick head count.



- Infants: The teacher will place all the children in one or two cribs.
- The teacher will proceed to the proper fire exit and exterior meeting place as designated on the floor plan in the classroom. This is the same spot the teacher takes the children each month during the fire drill.
- The teacher will do a name/face check once outside and check it against her sign-in/sign-out sheet. If anyone is missing, the teacher will inform the Director, or person in charge, or a fire fighter immediately, but she will never leave the children unsupervised.
- The children must be safe (out of way of emergency vehicles and the fire) and supervised at all times. The teacher will watch out for anthills, broken glass and other hazards.
- The fire department, Director, or person in charge will tell the teacher when it is safe to re-enter the building or to begin off-site evacuation procedures.

24. BREASTFEEDING

Kids Cove will provide a comfortable place with a seat for mothers to breastfeed their children if they choose to do so. Parents may also provide breast milk for their children to be served while in our care.

25. CHILD ABUSE REPORTING LAW REQUIREMENTS

Kids Cove staff are **REQUIRED** by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receive annual training on recognizing and preventing abuse and neglect, including sexual abuse. Kids Cove has made a commitment to help increase awareness and prevention techniques to employees through trainings, memos and monthly newsletters. Kids Cove will also coordinate with community organizations on strategies to prevent abuse and neglect.

The staff are not allowed to notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

Some examples of abuse and neglect are leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage parents to get help by calling the National Parent Hotline at 1-855-427-2736 or by visiting www.helpandhope.org/find-help.html



If you would like to report any suspected abuse or neglect, the statewide Abuse & Neglect phone number is 1-800-252-5400.

26. WELL CHECKS

Kids Cove staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual they are required to point this out to the parent at that time. If the child has had an accident overnight, the parent should notify staff members when dropping off so that they can assist in watching the child for side effects.

27. SUNSCREEN & INSECT REPELLENT

Kids Cove will not provide sunscreen or insect repellent. We will apply both as the parent requests. Kids Cove requires the parents to provide sunscreen, insect repellent, and written instructions for application. Kids Cove encourages parents to provide these from June to September at least.

Kids Cove provides outside activities such as outdoor play, nature walks, chalk play. All outdoor activity happens on campus. Kids Cove's playground is shaded with trees where your child should not be in direct sunlight for extreme amounts of time. Teachers will monitor sunlight exposure time to keep it at a minimum.

ADDITIONAL POLICIES

28. TUITION AND FEES

Tuition is due on the 1st of each month. Checks are to be made out to "North Shore UMC Kids Cove" with your child's name in the memo line. If payment is then not received by the payment deadline of the 3rd business day you will then begin to incur the \$5 **daily** late fee. If payment is still not received after seven business days your child will not be allowed to return to Kids Cove until your payment is made.

Tuition **will not** be refunded for any reason under any circumstances.

29. EXTRA FEES

A non-refundable registration fee of \$75 is required with your child's application. There is also a supply fee of \$50 each semester due with January and August's tuition payment.

Our program is open Monday through Friday from 6:45am to 6:00pm. Kids Cove is only licensed by the Texas Department of Family and Protective Services to care for children



during these specified times. If you are late picking up your child, a \$1 PER MINUTE late penalty will be charged for the first 5 minutes and \$2 a minute after that, to your account. Late penalties must be paid to Kids Cove before the child can return to care.

30. PARENT CODE OF CONDUCT

Please understand, young children are present in our building. Some adult language is not appropriate for young children. Kids Cove prohibits swearing or cursing on our property.

Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. Kids Cove has the right to terminate care in the event of disruptive behavior from a parent or guardian.

Kids Cove must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

31. PARENT RESPONSIBILITIES

Children must be signed in and out with the child's teacher when arriving and departing the center. Please understand that due to liability issues, staff of Kids Cove is not permitted to take children home from our center.

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. Kids Cove staff cannot be responsible for lost or broken personal toys. Two exceptions to this are a stuffed animal for use during naptime by children and for Show & Tell purposes. You will be notified by your child's teacher if and when the class will have Show & Tell.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff.
- Pick up and read the notices and information left for you in your child's folder or in e-mail.
- Pick up your child's papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Please do not allow your child to bring gum or candy to the classroom.
- Please do not send peanuts or products with peanuts in case other children have a peanut allergy.
- Periodically check on your child's supply of extra clothing. Please take home soiled clothing promptly.



The Texas Department of Family and Protective Services does not allow smoking on the premises, either indoors or outdoors.

32. WITHDRAWAL FROM PRESCHOOL PROGRAM

One month written notice must be given for withdrawing a child from Kids Cove. If a child cannot be in attendance during the one month written notice period, you are still responsible for paying tuition during this time.

33. CUSTODY SITUATIONS

Kids Cove prefers NOT to get involved with custody disputes. Kids Cove will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. *PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.* With this being said, it is imperative that all enrollment forms are completed with both parents' information. A copy of a child's birth certificate may be requested at the Director's discretion. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, Kids Cove has the right to terminate care.

34. INCLEMENT WEATHER POLICIES

Kids Cove will open most days during inclement weather. Please check local TV stations and web sites for announcement of closing. We follow what Comal ISD does for closings or late openings. Two hours late means Kids Cove opens at 8:45am.

In case of serious emergencies such as earthquakes, fire, storms, or loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive.

35. CURRICULUM

Kids Cove uses a variety of age appropriate curriculum. We believe that children learn best through actively engaging with people and things in their environment. Children are involved in hands-on experiences, real-life adventures, and assisted discovery as they explore concepts through play and teacher direction. Kids Cove is a place where essential readiness skills are nurtured through play, investigation, and of course, fun!

Our programs provide developmentally and age-appropriate activities and materials for exciting and wonder-filled environments.



36. DAILY SCHEDULE

Kids Cove classrooms follow a daily schedule designed specifically to meet the children's developmental, social and emotional, and personal needs. All schedules are contingent on the needs of the children and may vary from day to day. You will find your child's class schedule posted on the wall in their classroom.

37. CLASSROOM ASSIGNMENTS

Classroom assignments are based primarily on each individual child's chronological age. Exceptions can be made based on the discretion of the Director while considering the child's development level. The classroom material will be moved to accommodate age appropriate development for the children in the classroom. The supplies, materials, activities, lessons, etc. will change as the children grow even though they will remain in the classroom for a minimum of 1 year.

38. CHILD TO STAFF RATIOS

The Kids Cove teacher to student ratios are below state required ratios.

39. NAP TIME

Supervised rest periods are provided for all children who attend Kids Cove with the exception of our elementary age programs. *Parents must provide a mat to rest on for naptime.* Please provide a clean blanket and sheet for naptime and take them home each Friday for washing. You may also bring in a special blanket, pillow, or stuffed animal if desired, but they must be able to fit in your child's nap bag. At any time a nap mat tears the mat must be replaced (state standard).

40. CLOTHING

All children must have a complete change of clothing, **clearly marked with the child's name**, left at Kids Cove. Kids Cove children need to be dressed for the weather. Caps, mittens, and warm clothing must be worn during the cooler seasons for the daily outdoor playtime.

41. PERSONAL BELONGINGS

Parents must supply all bottles, diapers, wipes and diapering accessories for their child. Please label everything with your child's first and last name. Though we try to send you reminders, it is the parent's responsibility to check their child's supplies and make sure that they have needed items. While at the center we use washable crayons, markers and paint during art time, but the children's clothing may get stained from just being kids!



Please leave all valuable items at home since Kids Cove cannot be responsible for broken or lost items.

42. OUTDOOR PLAY

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside some part of every day. Please do not request that your child stay indoors. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school. Children may not wear flip flops due to the danger these shoes may cause on the playground.

43. BIRTHDAYS

Most children enjoy celebrating special events with their child care friends (birthdays, and holidays). Parents may send a treat (no peanuts or peanut products) to share with the class along with a full ingredient list. Please make arrangements with the teacher several days in advance.

44. SCHOOL SAFETY POLICIES

Parents need to personally escort their child(ren) inside the building to sign in and out when their children enter and leave the facility. Parents are welcome to visit the center any time during the day to observe their child without prior approval. However, if you would like to stay and spend time with your child during activities, please see the office so we can do a proper criminal history check, as required by the Texas Department of Family and Protective Services.

Our facility is equipped with a fire alarm system and fire drills are practiced monthly.

You will be notified of any incidents other than minor scrapes or bumps with a phone call. We will also give you a written report at pick up time. First aid will be applied to minor incidents. In the event that medical attention is required, we will notify you immediately. Parents are responsible for all medical fees.

45. PHOTOGRAPHS

Kids Cove believes in the benefit of using real life pictures in our educational program. Photos taken of the children will be done with a school owned camera and will only be used in our program. If parents choose to take pictures of a daily event held at Kids Cove, they may only photograph their child, unless written permission has already been given by the other parent. Please note that during certain parent events, photographs may be taken. If you wish for your child to not be photographed, you may want to remove them from these events. If you wish to post pictures on social media only include pictures of your child.



46. OUTSIDE EMPLOYMENT

Employees of Kids Cove are prohibited from outside employment with parents of the organization. This includes, but is not limited to, babysitting and/or nanny- type jobs.

47. CYBER IDENTITY/SOCIAL NETWORKING WEB SITES

Cyber identity and social networking is very exciting these days. However, please understand that employees of Kids Cove are prohibited from participating in social networking with parents and children. This includes, but is not limited to, Facebook, Twitter, Instagram, Snapchat, and MySpace. Any staff found to be social networking with parents will be terminated immediately from their employment. Please keep this in mind when making those requests.

48. BITING

Biting is a common issue in early child development. The best way to deal with biting is consistency between providers and parents. Biting may occur for multiple reasons. Proper communication will help determine why a child is biting. Kids Cove will work with parents when biting becomes a problem. We will make every effort to solve the issue as soon as possible.

49. CELL PHONES

Effective December 1, 2010, the Texas Department of Family and Protective Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please help us stay in compliance with this new standard. Kids Cove teachers will not use cell phones in their classrooms.

50. DESTRUCTION OF PROPERTY

If your child is responsible for destruction of property due to behavior or not listening to their child care provider, the parent will be responsible for the cost of replacing the destroyed property.

51. DIAPERING AND TOILET TRAINING

Kids Cove only allows pull ups for children who are toilet training, but not before. Toilet training is started as directed by the parent(s), but not prior to 18 months. We would like the training process to go as smoothly as possible. In toilet training, parent-teacher cooperation is essential. Toilet training is one of the major hurdles in the socialization of the child.

We are very happy to work with your child in toilet training once they are ready. When



parents and the teacher feel that your child is ready to begin training, please begin bringing panties/underwear/pull ups and **lots** of extra clothes. We **WILL NOT** work on toilet training with your child if you are not working at home also.

All children must be toilet trained to be in the Pre-K classroom. We feel confident that if we all work together and make this a positive experience for the children and have consistency at home and at the center this will be a very smooth process.

52. EMPLOYEE IMMUNIZATION POLICY

Kids Cove has implemented the following immunization policy for all of its employees to be in compliance with the Texas Department of Family and Protective Services, Minimum Standards Rule # 746.3611, which requires a policy for protecting children from vaccine-preventable diseases. While the safety of our employees and the children in our care is paramount, we have elected to make immunizations for vaccine-preventable diseases optional to the employees.

Vaccines that we currently recommend our employees receive:

- Influenza (annually)
- Pertussis (Tdap)

If the employee is not exempt from having these immunizations, Kids Cove, recommends that employees consider these immunizations.

53. GRIEVANCE PROCEDURE

If a parent has a concern about a child or child's teacher you should talk about it with the appropriate staff person. Concerns about children should first be discussed with the teacher. If this does not take care of the matter, it is then discussed with the Director. NEVER discuss problems you have with a staff member with another staff member. All problems with staff must be discussed with the Director.

We, Kids Cove, know that you trust us with your most valuable treasure, your child, and we strive to serve our families the absolute best in christian love and childcare. We believe that excellent early childhood development is the foundation for a bright future for our children.