



Kid's World Learning Center

16210 West Road Houston, TX 77095 281-861-2588 www.KidsWorldCyFair.com

PARENT HANDBOOK

"Policies and Procedures"

Welcome to Kid's World Learning Center where creating a positive learning environment for your child is our priority. We know you have many choices in childcare, and we value the trust you have placed in us to care for your child. We embrace the unique qualities of each child and understand that everyone learns at his/her own pace. We look forward to sharing our program by providing quality care in a clean, safe, fun, loving, nurturing and academic environment.

Program Goals for Kid's World:

"To provide a safe, inclusive, and stimulating environment where children can explore, learn, and develop essential life skills through play, creativity, and interactive activities. Our goal is to nurture curiosity, encourage teamwork, and build confidence in every child while promoting values of kindness, respect, and lifelong learning."

Program Philosophy:

We believe that early learning and care are foundational to a child's development, shaping their social, emotional, cognitive, and physical growth. A high-quality early learning environment provides children with opportunities to explore, create, and build essential skills in a nurturing and supportive setting.

Some key beliefs about early learning and care include:

Learning Through Play – Children learn best through hands-on experiences, exploration, and play-based activities that encourage curiosity and creativity.

Safe & Nurturing Environment – A warm, supportive, and inclusive space helps children feel secure, fostering confidence and positive relationships.

Social & Emotional Development – Early care should focus on helping children develop self-regulation, empathy, and cooperation skills, which are essential for lifelong success.

Individualized Growth – Every child is unique, and early learning should be flexible to accommodate different learning styles, abilities, and interests.

Strong Foundations for Future Learning – Early education lays the groundwork for literacy, problem-solving, and critical thinking skills that will benefit children throughout their lives.

Partnership with Families – Collaboration between caregivers, educators, and families ensures consistency and supports a child's overall well-being and success.

General Information

Hours of operation: Monday thru Thursday, 6:00 am to 6:30 pm & Friday 6:00 am to 6:00 pm (subject to change)

An initial non-refundable enrollment fee of \$150.00 a child and weekly tuition is required to reserve your space. Deposits & any prepaid tuition are NON-REFUNDABLE. Annual registration fees are assessed every year thereafter. Children should be dropped off as early as possible, but no later than 9:30 am to fully take advantage of planned daily activities.

Absolutely no drop off after 9:30 am. Please notify the center if your child will be absent from care. Curriculum is a crucial part of their day. To maximize their learning, we recommend that all children arrive prior to 8:30 am to get most of the morning curriculum.



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If your child is picked up after 6:30 pm on Monday through Thursday, or after 6:00 pm on Friday, a late fee of \$25.00 will be charged for the first 10 minutes, with an additional \$2.00 per minute thereafter. Please notify us if you anticipate being late picking up your child.

If your child has not been picked up by 7:00 pm and we are unable to reach you or any of your emergency contacts, Kid's World Learning Center will contact Child Protective Services and the Police.

Frequent late pickups may result in the termination of services.

1st late pick up \$25 per child - 2nd late pick up \$25 per child – 3rd late pick up is \$50 per child – 4th late pick up \$75 and grounds for termination of service. All late pick-up fees are due via Zelle pay at the time of pick up office@kidsworldcyfair.com "Kidz Biz Inc" After a long day. Your child is eager to see you and go home as our staff has a family at home waiting for them. Please pick up your child on time to avoid late fees and termination of service.

Update Contact or Pick-Up Information

Parents are responsible for keeping Kid's World Learning Center informed of any changes to enrollment details, including address, contact phone numbers and email, emergency contacts, authorized pick-up persons, medical information, or any other child-related updates.

To update your contact information or address, please use the following link to complete the KWLC Change of Contact Information form: <https://form.jotform.com/241084987941165>.

For updates to emergency contacts, the permanent authorized pick-up list, medical information, or any other child-related details, please email us at office@kidsworldcyfair.com. If you have any other changes or inquiries, feel free to reach out.

Temporary Pick-Up

For temporary pick-up changes, send us a message via Brightwheel.

Emergency Pick-Up

If someone not listed on the paperwork will be picking up your child, please provide their name and relationship to the child through Brightwheel. The person picking up must also present a valid ID. We take your child's safety seriously, and these steps ensure proper protection. For permanent changes to your pick-up list, email us at office@kidsworldcyfair.com.

Please dress your child in clothing that is comfortable, seasonable, manageable and ready to participate in daily activities. Please do not send your child in their best attire, as at times, our activities include painting. Staff members will do their best to ensure clothing is protected from program supplies. Children must wear shoes that remain on during center activities. Closed toe shoes, tennis shoes, and similar. **Please no flip flop's, no shoes with a heel (flat shoes only) or no western boots (Except on Western dress up days). We will monitor dress for appropriateness. We do ask that shorts are worn with any skirt or dresses and that all shorts are fingertip length.**

For the safety of our young children: **No Beads or Barrettes for Children Under 5 Years Old:** Beads and barrettes are not allowed in the hair of children under the age of 5. This is a safety precaution, as these items can create a choking hazard.

Pajamas and costumes are not allowed unless it is part of a special center dress-up day.

All parents are asked to provide an extra set of clothing (including socks and shoes) for your child, labeled with the child's name, to be kept here at the center. If we must use the change of clothing, parents are required to send another the following day. Remember, children grow very quickly. Please keep clothing that is seasonal in your child's cubby.



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We ask parents to keep children from bringing cell phones, gum or personal toys to the center when your child is in our care. Exceptions would be on show and tell days when your child can bring a theme-related item to share.

Parents are allowed access to all parts of the center any time your child is present and in the care of KWLC. No prior notice is required. Parents are encouraged to be an active participant in the growth and development of their child/ren. We welcome parent's visits, volunteers or any special skills/talents you would like to share with us.

We will communicate to KWLC parents via phone call, text messages, email, parent communication portal, notices posted, conferences or notes sent home.

Closures due to extreme weather or other unforeseen circumstances may be communicated via Brightwheel our Parent Communication app, Facebook or Instagram (social media). Join our page to stay informed.

@kidsworldlearningcenter.com

Admission Requirements (KWLC requires new enrollment packets annually) Admission fee is due annually.

Initial Admission fee, First week's tuition, Admission form, Parent Orientation form, Enrollment Application, Parental Agreement, Discipline & Guidance Policy, Parent Handbook (on website), Water Activity Permission Form, Sleep Safe (infants), Emergency Medical/Vehicle Permission, Admission Requirement, Immunization Record, Health Statement signed and stamped by your child's physician's office, child Profile, Finance Agreement, Transportation agreement/bus rider, ACH payment form, CACFP form, Birth certificate of child.

All children who have not yet entered kindergarten are required to provide current immunization records as well as a "Admission's Statement" signed by their physician, which states that your child has been examined in the past year and is fit and able to participate in a childcare program. (Parents of school age children must fill out the admission statement-school age statement on our admission form, no records are needed if your child is registered in a school district or private school)

As your child receives additional immunization shots, parents are required to furnish updated copies of immunization records. Pursuant to Texas Department of State Health Services requirements. Additionally, pursuant to Texas Department of State Health Services requirements, upon your child turning four years old, a vision and hearing screening is required.

Accommodating Families and Children: Our program supports families and children who may need additional accommodation to include home language, special needs/differing abilities, and cultural backgrounds.

Custody Issues

Please let the Director know if there are custody orders concerning your children. We do not have the right to withhold a child from any parent who has custody or joint custody. To prevent a parent from picking up their child, there must be a current, signed court order stating that they should not have access to the child, and we must have a copy of the order in the child's file. The center cannot become involved in custody disputes; we cannot mediate or keep track of which parents can pick up on which days. If the parents of a child are separated or divorced and both are authorized to pick up, each parent may add his/her own additional pick-ups and contacts if necessary.

EMERGENCY PROCEDURES

In any emergency the safety and security of the children and employees is of the utmost concern at Kid's World Learning Center! The following emergency procedures apply to Kid's World Learning Center.

Fire: If it becomes necessary to temporarily leave the classroom. We will follow the evacuation maps that are posted in our classroom near the exit door! We will line up the children along the back fence. If we must exit the playground, we will use the



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gate key provided in your emergency exit binder to safely evacuate to the parking lot adjacent to the Center. Infant rooms will be placed 4 children in each evacuation crib to exit the building.

Upon evacuation from the building, the person in charge will leave the building with our Center's "Emergency Binder" containing every student's "Vehicle Emergency Permission/ Medical Information form", a cellular phone and a roll sheet. In addition, the caregiver of each classroom will also depart the classroom with their emergency binder, the daily rollcall sheet indicating all those students in attendance.

Hurricane/Tornado: In the event of a hurricane or tornado, we will exit into the hallways and line the children up along the walls of the lunchroom; we will be as far away from exterior windows as possible. Each child will sit down with their hands on their heads. Infant rooms will exit into the hallways by placing them in the evacuation cribs. Children in the gym will file into the lunchroom filling in empty spots along the wall.

Chemical/Gas Leak: We will use the exit procedure for our fire drills but move towards the parking lot using the key provided in your emergency exit binders, if we are unable to re-enter the center due to safety reasons.

We will relocate to: St Cuthbert Church, 17020 West Rd, @Queenston, Houston TX 77095 (281) 463-7330.

We will utilize our three buses, (2) 14 passenger buses, and a 33-passenger bus to transport them, should it become necessary. We will be transporting the children in several shifts to ensure all the children are moved to a safe space. We will attempt to contact all parents if we cannot return to the center for safety reasons.

Intruders with weapons: Lockdown

When an intruder invades the premises or there is an imminent danger to the campus, lockdown procedures may be implemented.

During lockdown:

- All doors, windows, and classrooms will be locked
- Students and teachers will remain in their classrooms
- No one will be allowed to enter or leave the building
- Parents will not be allowed to pick up children from school

Local authorities will aid, if needed

Once "ALL CLEAR" is given, students and teachers will return to their regular activities or parents may pick-up at this time as well.

In a prolonged situation, if temporary shelter is needed due to damage to our building, we will relocate to: **St Cuthbert Church, 17020 West Rd, @Queenston, Houston TX 77095 (281) 463-7330.**

We will utilize our three buses, (2) 14 passenger buses, and a 33-passenger bus to transport them, should it become necessary.

Upon arrival at this off-site location, the children will be entertained via songs and games while staff members reach out to the parents to inform them of the situation. Upon the parents' arrival at the temporary location, they will be requested to provide identification and sign out each child.

Virus outbreak; Local, County, State, National & Global

In the event of a local, county, state, national & global emergency/ virus outbreak at KWLC KWLC will follow the guidelines of the local county, state & US government guidelines.

KWLC will follow Texas Health & Human Services & CDC guidelines. KWLC will comply with Governors' Executive Orders. KWLC will always do our due diligence in providing a CLEAN, SAFE & HEALTHY environment.

Virus Outbreak Emergency Plan – In the Event of Virus exposure

In the event a child or staff member becomes sick during the school day

- We will have them isolated under supervision waiting for a safe ride home
- must be picked up within 30 minutes of being notified KWLC plan of action for cleaning



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KWLC will have the area or school cleaned, sanitized & disinfected after 24 hours of exposure

How parents will be notified

- Parents will be contacted by KWLC management if their child has been affected
- via parent communication app, text, email or phone call

First Aid kits are located at:

- all classrooms
- buses
- front office

KWLC will receive guidance from:

- Texas Department of Health & Human Service
- Child Care Licensing

Closure:

- determined on the level of exposure
- guidance received by Texas Department of Health & Human Service
- guidance received by Child Care Licensing
- may close immediately if deemed necessary
- will act on an abundance of caution for health and wellbeing of the children and staff of KWLC
- if closure is necessary; duration of closure will depend on the guidance of Texas Department of Health and Human

Services Re-Opening Procedures

- will be under the guidance of Texas Department of Health & Human Services

Tuition

- Tuition will be charged during the closure for the first 2 weeks
- KWLC management will reevaluate if our closure extends beyond 2 weeks

Transportation

We provide transportation for children enrolled in our before and after school program. Our KWLC passenger buses will be used to transport children to and from your child's school to Kid's World Learning Center. These same vehicles are used on field trip days, for which a separate "Field Trip Authorization" will be required for each field trip. (All buses are equipped with seat belts and meet licensing requirements within the state of TX)

Parents are required to notify Kid's World Learning Center by 1:00 pm when your child will NOT be picked up at school by Kid's World Learning Center. Failure to notify Kid's World Learning Center may result in a \$25 fee being assessed to your account.

Field Trips

Parents will have access to information regarding your child's field trip on our monthly calendar, Information about the field trip, what to bring, where we are going and all other information pertaining to the field trip will be provided at the front desk and on our classroom door. "Field trip authorization" forms are required for your child to participate in the field trip for the day, no exceptions will be made if that form is missing, and this is for the safety of each child in our program.

Any child who is unable to participate in a scheduled field trip for any reason is precluded from attending Kid's World Learning Center during field trip hours. Extra Field Trip Fees will apply.

Water Activities

During the summer months, children two years and up will be participating in our weekly "Splash Days". Our "Splash Pad" consists of water spray structures that our children enjoy immensely.

Parents are required to provide:

Swimwear, towel, water shoes, Rash guard (Swim top) 2 large or XL Ziploc bags



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Children who are not prepared with the proper swimwear and water shoes will not be able to participate until proper swimwear and approved shoes are provided.

For the safety of your child and other KWLC staff are unable to apply sunscreen or bug spray on your child. If your child needs either sunscreen or insect repellent, please apply at home prior to arrival at KWLC.

*PLEASE LABEL EVERYTHING! We are not responsible for any lost items

Signing children in and out of our care

Upon enrollment, parents will be invited to Brightwheel our parent engagement app. Parents are to sign up using their phone numbers to create a username. Do not use your email address, it will not sync up, please add your email address once you have signed up on the Brightwheel app. To sign in and out your child, Scan Brightwheel QR code is on the front glass of the building and follow the prompt to sign in and out your child. All children must be checked in and out using the app. *Relatives and/or friends who drop off or pick up intermittently will be asked to show identification and will sign in/out manually. Have them ring the doorbell for the front door entry.

Please notify the center if your child will be absent from care.

Signing children in and out of our care - Workforce Families

As per workforce guidelines, in addition to checking in and out on Brightwheel, you are also required to check in and out your child daily on the KinderConnect app. You can use the tablet at the front counter or your cell phone to complete this check-in and check-out process. A QR code is available at the front counter to help you register your account.

Parent communication

Brightwheel messaging is predominately set up for KWLC to communicate with our parents, while we are busy attending to your children. With best intention, at times we are unable to respond in a quick fashion, so Please call KWLC for any questions that may deem our immediate attention. Please allow 24-48 hours for KWLC staff members to respond to a parent's Brightwheel message.

General Information regarding tuition and fees

Please understand that the standards we have set for the care and education of our children make it essential for parents to have a clear understanding of our policies regarding tuition payments.

Unlike your family's personal budget, our school operates on a budget that relies on the timely payment of tuition. We depend on parents adhering to the tuition payment policies and schedules. Please also be aware that additional fees may apply, such as an annual admission fee, supply fees, field trip fees, extra-curricular fees, and others.

Tuition

Tuition is billed on a weekly basis and is due Friday, prior to the upcoming week of care. Parents are welcome to pay their tuition weekly, bi-weekly or monthly if the payments include the upcoming week and stay ahead of tuition due dates. Payments may be submitted by ACH auto draft, or cash. Credit card and debit card usage incur a service fee.

Fees are due and payable regardless of weather conditions, illness, pandemic, vacation or an event that may affect the center's opening or closing. NO PORTION of your weekly paid or outstanding tuition will be refunded, cancelled or pro-rated in the event of absence, holiday, and school closings. If your child is absent for the entire week, Monday through Friday, full tuition is due to ensure your child's continued enrollment. Full tuition is due the Friday prior to your vacation or any absence to avoid any late fees. All paid tuition or fees are non-refundable



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Tuition during a Natural Disaster, National/State Emergency or Virus closure

If KWLC must close due to a natural disaster, national/state emergency or Virus. Tuition will be charged during the closure for the first 2 weeks. KWLC management will reevaluate if our closure extends beyond 2 weeks.

Tuition increases and policy changes

*Tuition increases are based on the costs of operating the business, (i.e. increase of labor costs, insurance, interest, utilities, gas, cost of groceries, etc.) But not limited to the said items. Tuition increases will be evaluated a minimum of twice a year or as need be. Tuition increases will be notified in writing via one of these communication vehicles either parent communication app messaging, email (last known email given to KWLC by the parent) or a phone call at least two weeks prior to any changes in policies and tuition. A broad announcement will be made.

Part-Time Enrollment Policy

If your child is enrolled part-time and their spot is the last available in the class, we may need to offer it to a full-time student. In this case, you will have the first opportunity to transition your child to a full-time schedule. If you choose not to, your part-time spot may be filled.

Please note that your child may only attend on their designated days. If we are closed on the day your child is scheduled to attend, **there will be no make-up days or schedule changes.**

Tuition is required regardless of attendance, whether your child attends all scheduled days or misses any.

Termination

After regular childcare is confirmed, two weeks' advance notice, in writing, will be required to terminate a child's enrollment from the center. Full tuition is required whether the child attends the two weeks' notice or not. Kid's World Learning Center reserves the right to terminate clients should the situation deem it necessary at any time. If there is an issue with behavior, immediate dismissal without prior notice may be enforced.

Once withdrawn, any items left at KWLC will not be stored. They will be donated within one week.

Notices of change

This information was compiled for you to keep and review as needed. Please feel assured that we have your child's best interest at heart and will strive to provide a safe, happy and healthy environment. Kid's World Learning Center reserves the right to update, change and/or amend these policies and/or tuition schedule at any time. Parents will be notified in writing when these changes occur. Failure to enforce these terms does not constitute a waiver.

Discounts: No discounts are offered currently.

Late Fees: Tuition not paid by the end of the day on Tuesday will incur a \$25.00 late fee. Tuition not paid by the close of day Thursday will incur an additional \$25.00 late fee. Account balances not received by the close of Friday will prevent your child from returning to Kid's World Learning Center until the account is brought to a zero balance. Failure to stay current in your child's tuition fees may result in the loss of your child's space at Kid's World Learning Center and will constitute a default which will entitle Kid's World Learning Center to all legal remedies as prescribed by law including reasonable attorney's fees.

Returned Payments ACH/Checks/Credit Card, etc.

A service charge of \$35.00 per returned item will be assessed for any unpaid returned transactions via ACH/checks/credit card etc. Families with excessive amount of returned transactions via ACH/checks/credit card, etc. may be asked to submit tuition payments in cash or money order. No checks accepted. Multiple returned items or late payments would constitute suspension or termination in service until all fees and payments are current.



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Vacation

All tuition is due whether your child attends or not. If your child is absent for the entire week, Monday through Friday, full tuition is due, to ensure your child's continued enrollment. Full tuition is due the Friday prior to your vacation or any absence to avoid any late fees. All tuition or fees paid are non-refundable.

Please notify the center in advance if your child will be absent from care.

School Age Camp School Age Tuition

School-age children in attendance for school holidays or teachers' in-service days are billed at an additional up-charge for extended care. The additional costs are as follows:

- before school children - extra fee per day
- after school children - extra fee per day
- before and after school children - extra fee per day

Additional fee is only assessed when, during a school week, your child attends Kid's World Learning Center due to an in-service day, etc. A minimum of two weeks' notice is required

* Tuition rates for spring, summer and winter breaks will be posted prior to the vacations.

* Additional fees for activities, field trips and camp shirts

Holidays

KWLC will be closed on the following holidays: New Year's Day, MLK Day, President's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day. If a holiday falls on a Saturday or Sunday, it will be observed on the nearest Friday or Monday. Additionally, we will have some staff development day closures. If a holiday falls on a Tuesday or Thursday, an additional closure day may be added. Inclement weather closures will follow the CFISD calendar; if CFISD is closed, KWLC will also be closed (subject to change at management's discretion). Holiday closures, staff professional development days, and inclement weather closures are subject to change with prior notification. Tuition is not prorated for any closures. KWLC recognizes all US holidays. Closure days are **subject to change with 30 days' notice**.

Workforce Approval and Center Availability:

Please note that our workforce spaces are limited. Before your child can attend KWLC, you must obtain prior workforce approval and ensure that there is availability at the center.

Co-payment Policy:

- **Due Date:** Co-payments are due on the 1st of each month.
- **Late Payments:** If co-payments are not made on time, your child will not be able to attend until the payment is current. Additionally, a \$25 late fee will be applied on the 4th day of the month and every two days thereafter until the payment is received.
- **Non-payment Consequences:** If co-payments are not made by the 3rd day of the month, your child will be unable to attend until the payment is current. Continued non-payment may result in the termination of care and loss of your child's spot at the center.
- Proper attendance tracking - Check in your child daily on our attendance tracking software for workforce attendance and Brightwheel, KWLC attendance tracking software. Failure to do so could result in losing workforce benefits.

Physical Activity gives children opportunities for physical development through indoor & outdoor activity

Developmental Activities and Activity Plan:

(A) The benefits of physical activity and outdoor play.



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Exposure to outdoor play and physical indoor activity is found to improve cognitive health in preschool aged children. In addition, this experience is critical for overall growth and development. Outdoor play increases the body's vitamin D levels, reduces anxiety, improves mood, concentration and focus, enhances imaginative and creative play promoting problem solving and leadership skills.

(B) The duration of physical activity at your operation, both indoor and outdoor; Frequency (2-4 times) 20–30 minutes increments

(C) The type of physical activity (structured and unstructured) that children may engage in your operation; dancing, fun parachute games, go for an indoor walk and practice movements such as go-skip, gallop, and leap. Use musical instruments as you march in a parade. Turn on relaxing music, stretch your body in different ways. Between each stretch relax and breathe.

(D) Each setting in which your physical activity program will take place.

Dancing, indoor walk and practicing movements, musical instruments, outdoor play, running, skipping

(E) The recommended clothing and footwear that will allow a child to participate freely and safely in physical activities.

Comfortable clothing is recommended, with no clothing with long strings, no belts & no scarves. Closed toe shoes always, no crocs or flip flops, no boots with loops that can be a hazard and get caught on play equipment. Athletic shoes are recommended.

(F) A plan to ensure physical activity occurs on days when extreme weather conditions prohibit or limit outdoor play.

Physical activity on rainy days, include, but not limited to activities such as dancing, fun parachute games, go for an indoor walk and practice movements such as go-skip, gallop, and leap. Use musical instruments as you march in a parade. Turn on relaxing music, stretch your body in different ways. Between each stretch relax and breathe.

Parents are asked to notify Kid's World Learning Center if your child has been exposed to a contagious disease so that we may be on alert for early symptoms. Children who have been exposed to or have contracted serious communicable/ infectious diseases may not return to the center until the disease is no longer contagious. Kid's World Learning Center reserves the right to request a physician's statement prior to being re-admitted. For everyone's safety, it is imperative that you DO NOT attempt to mask a fever with the aid of a fever reducer or medication – please be transparent.

In the event any of the following symptoms are noticed, you will be asked to pick up your child from care:

- Fever or 100.4 degrees or higher, taken by ear
- persistent stomachache, diarrhea or vomiting
- deep, hacking cough even if fever is not present
- continuous runny nose that contains yellowish or greenish mucous
- a rash that has not been diagnosed by a physician
- undiagnosed and untreated pink, swollen, matted or runny eyes
- suspected case of childhood disease
- lethargy, malaise or inability to participate in regular classroom schedule
- Head lice
- The illness results in a greater need for care than our staff can provide safely, without compromising care for other children in the room.

A child may return to school when:

- fever is gone and temperature has been normal for at least 24 hours without the aid of a fever-reducer energy level has returned to normal for at least 24 hours
- active signs of illness are no longer present
- The physician has cleared your child for return to daycare (accompanied by Doctor's note).



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- Children have been free of head lice, vomiting, and diarrhea for 24 hours

Health check

We will do a visual or physical assessment of each child to identify potential concerns about a child's health, including signs or symptoms of illness and injury.

Proper attendance tracking - Check in your child daily on our attendance tracking software

Health & Well Being

Children in our care must be able to participate in all daily activities, including outside time. Children who cannot participate in outside time should not be in our care until they are able to participate in all activities.

Any illnesses, as well as injuries such as a sprain, broken ligament, post-surgery recovery, or other post-injury conditions, must be accompanied by a doctor's note. The note should confirm that the child is able to participate in daily activities without the need for special care or one-on-one supervision. This ensures that the child's needs are met while maintaining a safe and supportive environment for all children.

Communicable Infectious Disease/Virus Guideline (local/national/global virus)

Inform KWLC admin staff if your child has a fever of 99.9 degrees or higher. Inform KWLC admin staff if your child or someone in the household has been exhibiting any symptoms of illness or has been exposed to someone exhibiting illness such as but not limited to a respiratory infection, cough, shortness of breath, sore throat & runny nose or been confirmed or has been exposed to someone who has a confirmed diagnosis of a communicable infectious disease/Virus. Any children exhibiting signs of illness will also be required to leave KWLC immediately and will only be able to return with a physician's clearance & at the discretion of KWLC management. If your child develops a fever or sign or symptoms, please have an adult prepared to pick up your child within 30 minutes of being notified.

Again, for everyone's safety, it is imperative that you DO NOT attempt to mask a fever with the aid of a fever reducer or medication – please be transparent.

Medication

Kid's World Learning Center will administer medication at 11 am and 3 pm only if the medication requires to be administered 3 or more times a day. Prescription medication must be in its original container with doctor's name, child's name and dosage clearly visible. Due to state licensing policies, Kid's World Learning Center will only administer over the counter medication as the written recommendation dosage allows, if your child is under the age and it states consult a physical or in need of a larger dosage due to weight/height a written authorization, with the proper dosage, from a physician must be provided before any over-the-counter medication can be administered by Kid's World Learning Center. All medication must be signed in by the parent at the front desk weekly in our medication log; the medication will be stored in the front office; refrigerated medication will be kept under refrigeration. **Medication dispensed in baby bottles are not permitted.**

If your child needs medication less than 3 times a day. It is required that the parents administer medication at home. If your child needs medication more than 3 times a day. KWLC will administer the medication once.

KWLC does not maintain records of staff members' vaccinations.

NUT FREE ENVIRONMENT

We are a NUT FREE environment. Please do not bring any peanuts, tree nuts or food or milk containing nuts. Thank you for keeping our students safe.



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Nutrition

Our nutrition & food program meets the guidelines outline in Child Care Licensing Minimum Standards. No sugary foods such as but not limited to, donuts, pop tarts, cookies, fruit snacks, juice pouches etc. Intake of extra calories from nutrient poor foods and drinks are associated with weight gain and obesity. Additional information posted in our bistro and DFPS Child Care Licensing Minimum Standards for your convenience.

Meals

Your weekly tuition includes all meals; breakfast, lunch and two snacks each day. Breakfast is served from 6:30 am to 7:45 am. If your child has any dietary restrictions or special dietary needs, please notify the front desk and provide an alternative for your child on those days. We are unable to refrigerate or heat up meals brought from outside of KWLC.

Infant bottles must be fully prepared by the parents ready for consumption. Baby bottles allowed with liquids only.

Oatmeal and Rice cereal served in a bowl not in baby bottles. Please do not dispense oatmeal in infant formula, breast milk or milk bottles or sippy cups to avoid a choking hazard.

Home lunch practices

Parents who choose to provide a home lunch for their child are encouraged to include healthy lunch items. Our menus meet childcare minimum standards guidelines and are examples of healthy lunches. These menus along with information on nutrition and foods that may cause allergic reactions are available. If the parent chooses to provide the child's meals and/or snacks from home the parent understands that KWLC is not responsible for its nutritional value or for meeting the child's daily food needs. All home lunches must be in disposable paper goods. All food must be ready to eat and food that does not require heating or preparation. No fast food to avoid conflict with other children.

- On days that KWLC serves meals, milk, fruit and vegetables are provided for all children with a main course.
- Healthy snacks that meet minimum standards guidelines are available for school aged children as children arrive from their elementary school.
- Any outside food brought into the program to be shared among children needs to be commercially prepared or prepared in a kitchen inspected by health officials. And remember we are a nut free environment.
- Liquids and food hotter than 110 degrees Fahrenheit are kept out of reach.

Food Allergies and Other Medical Concerns

Parents are asked to disclose any food allergy, severe food allergy, or other serious medical condition that you believe should be disclosed to KWLC. This is to enable us to take necessary precautions for your child's safety.

Food Allergy Action Plan (form) is required for severe allergies that require Epi Pen, Antihistamine, Other (e.g., inhaler-bronchodilator if asthmatic) <https://kidsworldcyfair.com/wp-content/uploads/2023/05/Food-Allergy-Anaphylaxis-Emergency-Care-Plan.pdf> Physician/ Healthcare Provider Signature is required.

All staff members are educated about food allergies, and they take precautions to ensure children are protected. Additional Food Allergy – Food Facts posted in the bistro for you to view.

Uh-Oh reports/injuries on Brightwheel App

KWLC will administer first aid in case of minor injuries and notify parents in the form of our "Uh-oh Report" which will describe the incident which occurred as well as treatment provided. Such injuries include bites, bruises, scratches, bumps, red marks, or falls that cause bodily injury. Our intent is to keep children safe; however, due to their growing bodies, limited gross motor abilities and curious nature, accidents arise. Our staff will provide TLC, ice, band aids and report the incident as needed.

In the event of a serious injury, we will first render aid, then depending on the severity of the situation, either notify parents first or summon emergency medical personnel. All medical expenses incurred will be the responsibility of the parents or legal guardian.



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Frog Street Press Curriculum Ages 6 weeks – 11 year old

Frog Street Early childhood programs are built on four key cornerstones:

Early Brain Development Research, Intentional Instruction, Developmental Learning Domains, & Social and Emotional Development Emphasis. Our Curriculum is to support social and emotional intelligence and in turn cognitive performance. KWLC uses a developmentally appropriate curriculum that aligns with early learning guidelines/ standards. (Infant and toddler curriculum /Based on Curriculum Rubric/ Preschool curriculum (TEA approved)/ Based on TEA's Texas Resource Review Pre-K Curriculum Rubric/School-Age curriculum/ Emergent Curriculum with activities linked to objectives or early learning guidelines)

Curriculum Goal for Kids World

"To create a dynamic, play-based learning environment that fosters curiosity, creativity, and a love for learning. Our curriculum is designed to support each child's developmental milestones by incorporating hands-on activities, social interactions, and structured experiences that build confidence, problem-solving skills, and a strong foundation for future learning."

Key Focus Areas

Cognitive Development – Encouraging problem-solving, early literacy, and math skills through interactive learning.

Social & Emotional Growth – Teaching empathy, teamwork, and self-regulation in a supportive environment.

Physical Development – Enhancing motor skills through movement, play, and hands-on activities.

Creativity & Expression – Encouraging imagination through art, music, storytelling, and role-playing.

Exploration & Discovery – Fostering curiosity through science, nature, and sensory experiences

Kids World uses the **Frog Street** curriculum, implementation will align with its **comprehensive, research-based approach** that focuses on intentional learning experiences, social-emotional development, and school readiness.

How the Frog Street Curriculum is Implemented at Kids World

Integrated, Theme-Based Learning – Lessons are structured around engaging themes, incorporating literacy, math, science, and social-emotional skills in a cohesive way.

Intentional, Play-Based Activities – Hands-on experiences encourage exploration, creativity, and critical thinking while reinforcing key concepts.

Social-Emotional Development (Conscious Discipline®) – Children learn self-regulation, problem-solving, and positive social skills through structured interactions and teacher modeling.

Developmentally Appropriate Practices – Activities are tailored to different learning styles and individual developmental levels.

Multi-Sensory Learning – Music, movement, storytelling, and hands-on materials enhance engagement and retention.

Family Involvement – The curriculum encourages family participation through at-home activities, parent engagement, and consistent communication.

Developmental Milestone Checklist

Our program uses the informal assessment, Infant & Toddler Developmental Checklist, for children ages 0 to 35 months. Children aged three to five will be assessed using the CIRCLE Progress Monitoring System (PreK). 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 parent conferences and/ or via email. Our program will refer parents and guardians of children up to 36 months to the Early Childhood Intervention Services should any concerns



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arise from the assessment. These services can provide the family and child with activities to promote the child's development and assist the family with the next steps.

For more information, please visit their website at

<https://www.hhs.texas.gov/services/disability/early-childhood-intervention-services>

Teaching staff will use the assessment data to plan for future lessons to ensure teaching improvements goals.

Regular Assessments – Children are assessed **three times a year**: at the **beginning of the school year, mid-year, and end of the school year** to track progress and identify any potential developmental delays.

Referrals When Necessary – If assessments indicate a developmental concern, we provide appropriate referrals and resources to support the child's needs.

Family Communication – Completed checklists and assessment results are shared with families, ensuring open communication and collaboration in supporting each child's development.

Parent Conferences

A scheduled conference is offered to parents to exchange information twice a year. Also available as needed at an appointed time.

Parents have opportunities year-round to provide input that may influence the program by submitting a survey located in the lobby of KWLC or sending an email to office@kidsworldcyfair.com

Accommodating Families and Children at Kids World

At *Kids World*, we are committed to fostering an **inclusive and supportive environment** that respects and values diverse home languages, abilities, and cultural backgrounds.

Language Support – We strive to communicate effectively with families by using visual aids, gestures, and verbal discussions to ensure understanding.

Inclusive Practices for All Abilities – Our program adapts learning activities and classroom environments to meet the needs of children with varying abilities, offering individualized support and referrals when necessary.

Culturally Responsive Curriculum – We incorporate diverse books, music, traditions, and celebrations to honor and reflect the backgrounds of our children and families.

Family Collaboration – We actively engage with families to learn about their cultural preferences, traditions, and needs, ensuring a welcoming and inclusive experience for all.

Family Involvement in Program Activities at Kids World

At *Kids World*, we actively encourage family participation and involvement in our program events throughout the year.

Annual Family Events – Families are invited to multiple events each year, including:

- **Fall Trunk or Treat**
- **Pre-K Graduation**



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- **Rodeo Half-Price Ticket Sales**
- **Year-End Soccer Shots Tournament**
- **Ballet Recital**

Opportunities for Engagement – Families are welcome to attend, participate in, and support these events, fostering a strong sense of community and connection between home and school.

Discipline

The goal of our discipline policy is to help children manage their own behavior through "conscious discipline". Consistent limits will be based on common sense rules appropriate to the child's level of understanding and will be directed toward teaching children acceptable behavior and self-regulating their choices. Children will not be humiliated, ridiculed nor will sarcasm be used in corrective or redirected attempts with behavior; corporal punishment or threat of corporal punishment is prohibited at Kid's World Learning Center.

We offer a positive approach to re-direction; our focus is to teach empathy, create a school family and teach respect for the child, teachers, classrooms and property at KWLC.

Challenging Behaviors

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.

The goals of our program are to foster each child's social-emotional development, promote positive interactions, and ensure school readiness within a safe and supportive environment. The program aims to help every child thrive and reach their full potential by tailoring strategies to individual needs and encouraging family involvement.

Teachers and the director communicate regularly with families about their child's behavior to foster a strong partnership. This ongoing dialogue allows us to address any concerns that arise promptly. Parents play a crucial role by sharing insights about their child's behavior at home, which helps create a comprehensive understanding of their needs.

Teachers are dedicated to observing and documenting behaviors, providing feedback, and developing individualized strategies to support each child. They will also initiate regular check-ins and encourage family participation in discussions about behavior management.

The program actively promotes collaboration between staff and families in developing effective strategies for managing challenging behaviors. This includes sharing observations and techniques that can be implemented at school and home. Regular meetings and workshops will be organized to facilitate this partnership, ensuring that everyone is aligned in their approach.

Discussions regarding a child's behavior are framed within our facility's objectives, which prioritize social-emotional development, positive interactions, school readiness, and a safe learning environment. Our approach focuses on understanding the underlying causes of behaviors and aligning our strategies with our program goals.

Steps Taken by the Program:

1. **Observation and Documentation:** Teachers will regularly observe and document children's behaviors to identify patterns and triggers.
2. **Individualized Strategies:** Based on observations, teachers will develop tailored strategies in collaboration with families to address specific behaviors.



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3. Regular Communication: Ongoing updates will be shared with families through communication logs, progress reports, and scheduled conferences, celebrating successes and discussing areas for growth.

4. Family Involvement: Families will be encouraged to actively participate in developing and implementing behavior strategies, reinforcing consistency between home and school.

5. Professional Development: Staff will receive training on effective behavior management techniques and ways to foster a positive learning environment.

To keep families informed about their child's progress, we provide regular updates and facilitate discussions that engage families in their child's developmental journey. This collaborative effort is essential for ensuring that each child receives the support they need to thrive.

To keep families informed about their child's progress, we provide regular updates and facilitate discussions that engage families in their child's developmental journey. This collaborative effort is essential for ensuring that each child receives the support they need to thrive.

This policy will be communicated to all staff, families, and stakeholders, and it will be reviewed annually to assess its effectiveness and incorporate feedback from both staff and families. Please contact the program director for any questions or further discussions regarding this policy.

School aged children and problem behavior

If your child's behavior has been deemed disruptive and persistent and/or unresolved behavior issues are occurring with school aged children, KWLC will also restrict him/her from attending field trips. Any school-aged child who is unable to participate in a scheduled field trip for any reason is precluded from attending Kid's World Learning Center during field trip hours.

Suspension and expulsion policy

KWLC will make every effort and attempt to bridge, redirect and correct children's behavior to an acceptable level while in our care; however, if we are unsuccessful in this attempt we will restrict a child's attendance from Kid's World Learning Center for a predetermined length of time. If all attempts fail, Kid's World Learning Center does reserve the right to request your child's withdrawal from Kid's World Learning Center's program. Kid's World Learning Center does reserve the right to request your child's withdrawal from Kid's World Learning Center's program.

Cell Phones

While in attendance at Kid's World Learning Center, students are prohibited from using all telecommunication devices such as, but not limited to, cellular phones & camera/video phones. Such devices must not be visible and must remain turned off while in attendance at KWLC. Placing the cell phone into silent/vibrate mode and text messaging is not considered "turned off" and is prohibited. Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited.

Note: Parents are requested not to contact their child during the instructional school day via cell phone. If an emergency occurs and parents need to speak to their child, please contact the school for assistance.

For the safety of our children..... Please refrain from using your cell phone at KWLC and in the parking lot of KWLC.

Screen Time Policy

At *Kids World*, screen time is used intentionally to support learning while maintaining a balanced approach to hands-on experiences.

- **Educational & Limited Use** – Screen time is limited to **under one hour per day** and is used only for educational purposes.



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- **No Screens During Meals, Snacks, or Rest Time** – To promote social interaction and healthy routines, screens are **not used** during these periods.
- **Safe & Age-Appropriate Content** – All screen-based activities are **free of advertisements and violence**, ensuring a positive learning environment.
- **Teacher-Guided Implementation** – Screens are used **with teacher guidance** to enhance lessons, introduce interactive learning, or support curriculum-based activities.
- **Unrestricted Use for Homework** – School-aged children may use screens **without time restrictions for homework purposes** to support their academic needs.

Supporting Inclusive Services to Children with Special Care Needs

The Kid's World Learning Center is proud of our history of working with the individual needs of our children and will work with the parents whose children may need additional support or have special care needs. When applicable, we will make referrals to outside support services including but limited to, early intervention, speech, occupations, and physical therapy and other types of services, and participate in IEP (Individual Education Plan) or ISFP (Individualized Family Service Plan) meetings when appropriate to best meet the needs of the child.

Kid's World Learning Center will make appropriate accommodation for a child with special care needs as recommended by the child's healthcare provider and/or qualified professionals affiliated with the school district or an early childhood intervention program. Accommodation may include, but is not limited to adapting equipment, procedures, and methods to meet the child's needs in the classroom setting.

Kid's World Learning Center will allow outside resources/ therapists into the program to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearances to be in the building, the behavioral/therapeutic plan is shared with the administration and the resource/therapist works cooperatively with Kid's World Learning

Center employees to meet the needs of the children. The presence of the resource/therapist must mitigate all safety risks the child presents to themselves and to others and must be collaborative and complimentary to the program. Should the resource/therapist be disruptive to the program or not have authority or ability to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program.

Kid's World Learning Center will utilize any recommended adaptive equipment that has been provided by the parent or resources/therapists. Kid's World Learning Center does not provide separate classrooms for children with special care needs. Research has shown that children with disabilities benefit from learning alongside their peers in an inclusive environment. Inclusive classrooms promote lifelong skills such as empathy and compassion as well as increasing social-emotional development for all children.

Photo Release

I hereby assign Kid's World Learning Center and grant to the photographer, or those for whom the photographer is acting as indicated above, the right and permission to copyright and/or use and/or publish, and republish, photographic pictures and portraits of my child/children in which said may be included in whole or in part, in color or black and white, made through any media by the photographer at his studio or elsewhere, including but not limited to Social Media, i.e. Facebook, Instagram, Tik Tok, "X" formerly known as Twitter, KWLC google page, Yelp, etc. And the use of any printed matter in conjunction with such photographs. Photographs will also be utilized for in-house use.

I hereby waive my right to inspect and/or approve finished photograph or advertising copy or printed matter that may be used in conjunction with such photographs, or to the eventual use that it might be applied.

I hereby release and discharge the above, its assigns, and all persons acting under its permission or authority or those for whom it is acting, from and against any liability because of any distortion, blurring, alteration, or optical illusion that may occur in the taking of the picture, or processing or reproduction of finished product.



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The building is equipped with minimal closed circuit surveillance cameras which are used for training purposes.

I hereby warrant that I am of full age and competent to contract for the minor in so far as the above is concerned. I have read the foregoing release and warrant that I fully understand the contents thereof. You may notify us in writing if you do not agree with the Photo Release.

Parents will need to request special permission to photograph or video any children or KWLC team member on KWLC grounds or KWLC event off grounds i.e. field trip, graduation etc.

Parent's Rights: Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a [parent or guardian of a child at a childcare facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice.
- File a complaint against the childcare facility.
- Review the childcare facility's publicly accessible records.
- Review the child-care facility's written records concerning the parent's or guardian's child.
- Receive inspection reports and information about how to access the childcare facility's online compliance history.
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child.
- Be given the contact information for the childcare facility's local Child Care Regulation office.
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
 - Video recordings of the alleged incident are available.
 - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
 - The parent or guardian of any other child in the video receives prior notice from the facility.
- KWLC at the time of this handbook does not have video recording.
- Obtain a copy of the facility's policies and procedures handbook.
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

Abuse & Neglect

KWLC staff receive annual training on child development, signs and symptoms of abuse and neglect and the prevention of abuse. In addition, a health check assessment is conducted daily. If at any time you as a parent ever suspect your child to be the victim of abuse or neglect, please contact Abuse Hotline toll-free 24 hours a day, 7 days a week, nationwide. **1-800-252-5400 or www.txabusehotline.org**

State Regulations

Our center is licensed with the Texas Department of Family and Protective Services, as required by law. The license certificate as well as our most recent inspection report is posted for inspection. We comply with the Minimum Standards established by the State of Texas. You may obtain a copy of the Minimum Standards here at Kid's World Learning Center or on the childcare licensing website

<https://hhs.texas.gov/>. Our local Licensing Office is located at 1330 E. 40th, Houston, TX 77022. They may be reached at (713) 287-3238

Kid's World Learning Center periodically applies pesticides. Information concerning these applications may be obtained from the front office management staff.

Gang-Free Zone

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations included day care centers. The gang-free zone is within 1000 feet of Kid's World Learning Center. Like the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain



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types of criminal activity or engaging in organized criminal activity within 1000 feet of the center is a violation of this law and is therefore subject to increased penalty under state law. The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of persecution. Parents may contact their local municipality or courthouse for information about obtaining a copy of a map if they choose to do so.

Breastfeeding

Our facility supports that human milk is the best source milk for infants providing them with optimal health and development; in so doing we provide a chair for nursing moms to breastfeed their child in our infant room. Additional breastfeeding education & resources are posted in our Infant & Crawler room. <https://www.womenshealth.gov/files/documents/your-guide-to-breastfeeding.pdf>

Health and Nutrition Practices

Our program has listed additional support and/or resources to families and staff regarding the overall health and safety of the child.

We have provided the resources below:

Oral health [Houston Health Department - Bureau of Oral Health — Dental Program \(houstontx.gov\)](http://houstontx.gov)

CHIP benefits CHIP | Texas Health and Human Services

Child development courses [Child Care | Texas A&M AgriLife Learn \(tamu.edu\)](http://Child Care | Texas A&M AgriLife Learn (tamu.edu))

Promoting health for Children and Adolescents Promoting Health for Children and Adolescents | CDC

Shaken Baby Syndrome <https://www.cdc.gov/violenceprevention/pdf/SBSMediaGuide.pdf>

Sudden Infant Death Syndrome https://www.texaschildrens.org/sites/default/files/IP_CribSafety.pdf

Center for disease control and prevention www.cdc.gov

Kid's World Learning Centers "Parent's Handbook which clearly states its "Policies and Procedures".

This handbook supersedes all previous ones. KWLC policies are reviewed annually and updated if necessary.

Subject to change

We appreciate this opportunity to provide childcare services to your family and sincerely hope that you will be satisfied.

If at any time you have concerns, comments or suggestions, please do not hesitate to bring it to the attention of the management staff that is on site daily and directly involved in the daily operation of Kid's World Learning Center.

Kid's World Learning Center..... Your child's home away from home

Our #1 priority is your child's safety & well-being



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Acknowledgment of Receipt of Parent Handbook

I, the undersigned, acknowledge that I have received a copy of the Parent Handbook from Kid's World Learning Center. I understand that this handbook may be updated periodically, and any new handbook issued will supersede the information in this version.

Signature of Parent/Guardian: _____

Printed Name: _____

Date: _____