

# KidSareAngels



## Learning Center

Established: August 2007

10865 Shaenfield Rd. Suite 2101 San Antonio, Texas 78254

(210) 514.0008

Scinc2011@gmail.com

## Parent Handbook

**HOURS OF OPERATION: 6:30 am to 6:30 pm, Monday through Friday**

**CHILDREN ARE IN THEIR CLASSROOMS FROM 8am-5pm**

\*6:30-8am and 5-6:00pm are early and late drop off times, Classes are combined\*

*Thank you for the privilege of serving you and your child*

**We give you a courtesy of at minimum 30 DAY written notice of any upcoming changes to our center policies or changes that may occur at our center.**

Duplication of this document is prohibited

Policies are reviewed annually and updated if necessary.

# Table of Contents

- I. Our Story, Founders and Center Information**
  - A. Vision
  - B. Mission
  - C. Philosophy
  - D. Goals
- II. Texas Rising Star**
- III. Teaching Strategies**
- III. Preparing your Child for Early Childhood Education**
  - A. Things to do to help you and your child
  - B. What to bring to the center
  - C. Open Door Policy
- IV. Communication**
  - A. Parent's Handbook
  - B. Calendar and Newsletter
  - C. Daily Reports
  - D. Ongoing Communication
  - E. Conferences
  - F. Parent Bulletin Board
  - G. Complaint Procedures.
- V. Extra Activities**
  - A. After School Program
  - B. Special Camp
  - C. Field Trips
- VI. Enrollment Procedures**
  - A. Paperwork
  - B. Immunization Requirements
  - C. Mandatory Forms
  - D. Vision and Hearing
  - E. Hours of Operation
  - F. Tuition, Registration, Parent Annual Fee
  - G. CCSS Program

H. Attendance Holidays

**VII. Operational Procedures**

- A. Procedures for Release of Children
- B. Arrival & Departure
- C. Labeling
- D. Dress for Play
- E. Late Pickup Fee
- F. Withdrawing your Child(ren)
- G. Vacations
- H. Discharge Policy
- I. Policy on Personal Items
- J. Meals/ Nutrition policies
- K. Breast Feeding/Breast Milk
- L. Safety policies
- M. Abuse & Neglect
- N. Emergency Weather Evacuation
- O. Health/Illness policies
- P. Health Check Ups
- Q. Illness and Exclusion Criteria
- R. Procedure for Dispensing Medications
- S. Procedure for Handling Medical Emergency
- T. Positive Guidance
- U. Chronic Disruptive Behavior
- V. Biting Policy
- W. No Electronics
- X. Gang Free Zone
- Y. Screen Time Policies
- Z. Safe Sleep Policy
- AA. COVID

**VIII. Celebrations Policy**

- A. Special Events
- B. Birthdays

**IX. Additional Policies**

- A. Photo Release
- B. Video Release
- C. Social Networking
- D. Inclement Weather

**X. Licensing Information**

**A. Discharge Policy, Acquire most recent Licensing Visit**

**Our Story:** We are a center of integral education and early learning for children from birth to twelve. **Kids are Angels Learning Center** was founded by *Yudith Mora* and *Leandro Mora* in San Antonio, TX in August 2007, who made their dreams come true, opening the doors of a wonderful place, to receive little people who would bring life and color into every corner. Proud owners of second and third locations in San Antonio. Our schools are founded on the principal of providing "Quality Child Care You Can Trust" for children from birth through six years of age. Ms. Yudith and Mr. Leandro know firsthand just how difficult it is to find a quality learning environment for children. Our ideology of teaching allows the child to explore, learn, and make decisions by playing and have parents feel safe to leave their children with all confidence in the hands of highly qualified personnel, with the assurance that provide an environment fostering independence and success of a happy child.

- A. Vision:** "A time when children learn through exploring in rich developmentally appropriate environments and where their individuality is valued and supported"...
- B. Mission:** We will provide a safe environment in which children can individually grow and develop. It is our mission to do so while considering each of the six developmental areas- gross motor, fine motor, cognition, social emotional, self-help and language. We will foster independence, ultimately resulting in a HAPPY child.
- C. Philosophy:** Kids Are Angels Learning Center is a school for children birth to twelve years of age. Our program is organized and directed to meet the needs and interests of children, through a process in which we touch all areas of development: physical, emotional, social and intellectual, with strategies that help a child experience and discover the skills and abilities, in an environment where you feel loved and can at the same time show affection advancing with full and comprehensive development.
- D. Goals:** Children are introduced to a balanced program of interaction with friends in both teacher interacted and child-directed experience. To help children develop their individually with self-confident and caring attitudes, our program is designed to assist them in exploring and decision making processes. We stress the process of learning and discovery rather than the product. Children are encouraged to feel good about themselves as a consequence of their own achievements. Our program is designed to address the specific needs of each age and stage in a child's development. Kids are Angels uses the Frog Street Curriculum to plan and make sure all children are meeting necessary goals. The goals of our curriculum are to help children develop a positive sense of self, to be active and creative explorers, and in the process to become enthusiastic learners. Weekly, teachers plan daily schedules of activities to meet the developmental needs of the children. The prepared environment is organized, with a selection of practical life, sensorial, math and language materials. Our program addresses goals in all areas of development.

- **Social-Emotional:** to help children feel comfortable at the Center, to nurture their sense of trust, autonomy, and belonging. To give them daily opportunities to experience pride and self-confidence, to develop independence and self-control and a positive outlook on life.
- **Cognitive:** to foster children's ability to ask questions, describe their ideas, observations and feelings. To help children acquire problem solving skills and develop a love for learning by providing opportunities through which they can explore and investigate, construct and create, pretend and recreate, discover and document.
- **Physical:** to help children develop their large and small muscle skills and to feel confident in using them. Children are able to go outdoors twice a day for 45 minutes a day.

## II. Texas Rising Star Program

- Our Center is working towards Texas Rising Star Program (TRS) which is a quality improvement program which has low teacher/child ratios, quality care and much more.

**Kids Are Angels Learning Center**, far exceeds minimum standards, we implement "BEST PRACTICES" by: **A best practice in any industry is when an organization performs their daily activities to the highest ability possible! In the early childhood industry that means going beyond minimum standards.**

**We offer the following services:**

- Care for children from birth to 12 years old
- Early childhood education services
- Preschool literacy, preparing your child for Kindergarten
- Providing the basic a safe, healthy and nurturing environment
- Seek staff who are qualified and prepared staff
- Providing Professional Staff Training
- Sought Credentialed, experienced directors
- Involving our owner in daily operations
- Offering a bilingual curriculum (English and Spanish)
- Involving our children in a fitness weekly program
- Our classrooms follow a schedule, to help children establish consistent, predictable patterns
- Parents are active participants at any level they can participate
- After school enrichment and learning

- Full day Camp program
- Maintaining low child to teacher ratios allowing more attention for OUR children, our ratios are 1-2 children BELOW the minimum

### III. Teaching Strategies

We provided children the opportunity to express their ideas, learn new skills and participate in physical activities while being cared for in a safe, nurturing, homelike environment. Activities will follow a general pattern to help children feel secure. Among the activities, there will be an opportunity for: indoor and outdoor play, open-ended planned activities, creative and free choice, hands on experience, and problem solving. KIDS ARE ANGELS emphasizes both a structured and unstructured environment for learning. Weekly plans will be posted on the bulletin board in your child's room. Many of the ideas and lesson plans will be child initiated under the guidance of the education staff. In addition to our teachers, KIDS ARE ANGELS anticipates utilizing local professionals, college student, interns and community volunteers to provide the children with a variety of different learning experiences.

### IV. Preparing Your Child for Our Program

#### A. Things to do to help you and your child...

1. Help your child get their day started happily by preparing them for the day. If your child is concerned about something, help them to overcome their concerns.
2. Tell your child where you will be, and who will pick them up.
3. Send your child clean and in comfortable play shoes and clothes. Teach and encourage your child to: wash hands and face, brush teeth, care for clothes, how to dress, use toilet facilities, and how to eat independently (please bring running shoes for outdoor play, we love flip flops but we do not want them to fall and hurt themselves) **FLIP FLOPS ARE NOT ACCEPTED IN OUR SCHOOL**
4. Please be considerate of the program schedule when dropping and picking up your child (see arrival & departure, all children should arrive before 9:00am). It is important for them to start the day with their peers
5. Hug and love your child and say "good-bye" if they are experiencing separation anxiety, they may cry so the sooner you leave the easier it becomes.

## **B. What to bring to the center (please label ALL your child's belongings):**

1. Diaper Bag or Backpack, labeled with child's full name with an extra **FULL** set of clothes. Diapers for babies and pull ups for toddlers, keep in mind; wetting or sickness may occur unexpectedly, even once potty trained.
2. Diapers at **KIDS ARE ANGELS** require the use of disposable diapers. Diapers which have an inner absorbent lining attached to an outer waterproof covering prevent the escape of stool and urine, and minimize the spread of infection to children and teachers.
3. You need to bring wipes for children who are still in diapers, pull ups and children who are in potty training
4. **If your child wears diapers you need to provide the Center with enough diapers and wipes for sufficient daily changes. You child's teacher will indicate on the Daily Report when your child's diapers and wipes need to be replenished. Please do so promptly. If we have to use house diapers, a \$1.00 per diaper, \$2 for girl or boy underwear, \$2.00 for 3 wipes and \$10.00 School t-shirt will be charged.**
5. Send your child in comfortable play clothes each day. Keep in mind they may be painting and taking part in other messy activities. Girls are encouraged to wear shorts and/ or bloomers when they wear dresses so they can play freely. PLEASE avoid bringing any items that are expensive as children may misplace their clothes when changing. REMEMBER YOU must label all their clothes including socks if you want us to be able to help your child locate their clothes.
6. All children need an extra set of marked clothing left at school. Please place this set of clothing in a plastic zip lock bag with the child name on the outside for easy storage.
7. **Children go out twice a day for 45 minutes a day** and comfortable PLAY shoes should be worn; tennis shoes are a good idea. Let's save boots for special day like the rodeo and western day. Please avoid flip flops, dress shoes, open back shoes or any shoes that may be slippery to help prevent accidents.

**C. Open Door Policy:** Kids Are Angels Learning Center has an open-door policy which means, parents are welcomed to visit and observe their children's activities as well as the teacher's interaction with their children. Parents are welcome anytime. Please use your judgment. We can help if you would like understand the different stage of children development and experience. When visiting please be considerate of the classroom schedule and the effect or reaction of your child and the other children.

## **IV. Communication**

- A. Parent's Handbook:** We are trying to be environmentally friendly, please help us save trees! We are sending Parent Handbooks via email. For anyone who may not have a computer we will have copies at the office.

- B. Calendar and Newsletter:** Our monthly calendar and newsletter keeps parents informed of the center activities. The calendar and newsletter include announcements, notes about upcoming events and news about your child's classroom. Each month you will receive from us our school calendar and a newsletter
- C. Daily Reports:** We make every effort to communicate to you daily, the kind of day your child had at **Kids Are Angels Learning Center**. Daily reports inform you of how your child ate, slept and activities that were enjoyed. **Your child's work is important to them, so take an interest by reviewing and discussing it with them. A child's pictures may look like scribbles to you but in reality, this is the beginning of their creativity and writing.** We appreciate your sharing with us any insight into your child's life that could influence his or her progress at **KIDS ARE ANGELS**. We welcome your questions and comments about your child's program.
- D. Ongoing Communication:** Parents are expected to escort their child to the classroom. This is a good time to share a comment or a few words with the teacher, or to arrange a later time to talk. We encourage you to talk with your child's teacher regularly. Parents are invited to attend any trainings that teachers may attend to help them with parenting skills. Parents are also encouraged to participate in all of our school activities.
- a. **Suggestion box** is located at the entrance of our center for comments, concerns, suggestions, etc. parents may have.
- E. Conferences:** Parent and teacher conferences are held in the fall and spring and at other times if requested by parents or teachers. Conferences are a time when information concerning the child's abilities, needs and progress can be exchanged. Teachers and Administrators are also available for additional conferences throughout the year at the parent's request. Since it is necessary for the teachers to devote their time during the school day to the children, we ask that you please set a conference appointment if you need to confer with a teacher at length. Parent visits during the school hours are welcomed and encouraged. Sometimes it can be very helpful to plan your classroom visit with the teachers, but of course you are welcome to visit at any time.
- F. Parent Bulletin Board:** A bulletin board is located in the reception area and in each classroom to inform you of announcements and important information about your school. Please take the time to scan the Parent Board regularly to keep informed of the center happenings and/ or announcements. Weekly lesson plans and monthly classroom themes are posted outside /inside of each classroom.

## G. Complain Procedure

Kids are Angels Learning Center has an open-door policy. Parents are welcomed to call, email, use the suggestion box or stop by the office in regards to any concerns they may have. Director will address concerns with parents and fix an issue that may be occurring.

## V. Extra Activities

- A. After School Program:** Our after-school program is for children that attend elementary schools. We provide afternoon transportation to several schools in our area. Our focus is on physical activity and academics. Our after-school program hours of operations are from 3:30pm to 6:00 pm, includes snack. **During school holidays (when school is closed) children will have the option to come with us all day, an additional tuition charge of \$30 per the day will be charged also and early release days will have a charge of \$15 per child.**

Pre-K & Afterschool Children: It is important for parents to contact **Kids Are Angels Learning Center** if your child **WILL NOT BE ATTENDING OUR AFTER-SCHOOL OR HALF DAY PRE-K PROGRAM**. There will be a **\$5 Charge** if we go to your child's school and your child is not there.

**Early Release Days:** Early Release days will have an **additional \$25 fee** for the day for all children who attend. Children who are on CCS will also need to pay the additional fee. CCS does not cover Early Release Days.

- B. Elementary School's Break (Special Camps):** Each spring, summer and winter camp, **Kids Are Angels Learning Center** offers a special program with hands-on activities for younger and older children in a variety of categories such as arts and crafts, science and cooking, drama and music, communication, water play, and fitness. If your children attend these activities a different camp there will be a different charge for this week.
- C. Field Trips:** Kids Are Angels Learning Center provides field trip only for children three (3) years and older, on a fully licensed, inspected, and insured school van or bus, for field trips. Neither parent nor staff vehicle may use to transport children. You will receive prior notification of scheduled field trips and will be required to complete written consent/permission form with all information about the field trip (where we going, departure and arrival time, ratio, etc...) for your child to be able to participate in any field trip. **\*Activity Fee will be charge for Field trips**

# Volunteers

Any Volunteers will need to have a background check prior to participating in classroom activities or field trips. Before participating in childcare activities/duties all volunteers, substitutes, and caregivers will be provided an orientation to the task they are assigned.

## VI. Enrollment Procedures

Kids Are Angels Learning Center is an equal opportunity provider of quality childcare services. Applications for enrollment are accepted without regard to race, religion, sex or national origin. Kids Are Angels Learning Center accepts children with disabilities and special needs and will make "reasonable accommodations" based on the recommendations of the child's health care provider. All Enrollment Paperwork is updated yearly at the Childs anniversary date.

### Update Information

Parents are urged to come into the office or send an email at [slcinc2011@gmail.com](mailto:slcinc2011@gmail.com) any particular time to update information in regards to changes that have occurred, address change, phone number change, allergies, doctor, hospital, etc.

A. **Paperwork:** Student File Information; we utilize the Child Care licensing form for our enrollment procedures which require complete information including but not limited to:

1. Complete addresses numeric, street name, City, state and zip code
2. Phone numbers include area codes
3. Emergency contact information with complete addresses and phone numbers
4. Immunization Records must be current to leave children in our care
5. Health Statement signed by pediatrician
6. Vision/Hearing Screening for children ages 4 and up
7. Discipline and Guidance Policy
8. Food Program Paperwork
9. School Enrollment Agreement
10. Parent Handbook Agreement

All paperwork must be submitted prior to enrollment. PLEASE read the parent handbook when you sign the parent agreement you are agreeing to everything in the handbook. Your registration packet must be completed before you leave your child.

**B. Immunization Requirements:** A current shot record must be provided to the school ON OR BEFORE the date of enrollment. Parents must sign a statement of health and must submit a physician's statement of health signed and dated by a physician within the child's first year of enrollment. This is required by the state licensing department.

**Children four years and older must also have on file at the school documentation of vision and hearing screening.**

**C. Mandatory Forms:**

- Medical permission forms must be completed and returned to KIDS ARE ANGELS before your child starts school
- We must have an up-to-date shot record and a signed Statement of health form
- Evidence of physical exams is required to be current within 12 months
- A family History, enrollment agreement, emergency person's information, permission slip, and registration form need to be completed prior to beginning school.
- Vision and Hearing Screening Documentation for children four years and older.
- **Monthly Feeding Schedule for children for birth to 12 months (must be sign every month)**

**D. Vision and Hearing**

Texas Law requires that each child have on file a medical form containing the health history, immunization records, hearing and vision screening for four years and older and necessary emergency information. When your child turns four must specifically request a hearing and vision screening from your physician, we recommend that you request this at three years old and if you have a family history of hearing and acuity issues you may have this exam earlier. Your child cannot tell you if they are not seeing or hearing well, we need to be observant and request those checkups. The hearing and vision form is part of your enrollment form that we will ask you to update annually in August. This form must be filled out and signed by a licensed physician. The completed and signed form must be returned within three days of your enrollment date.

**E. Hours of Operation**

**Kids Are Angels Learning Center** is open from 6:30 a.m. to 6:30 p.m. Monday through Friday. Educational services (Learning time) from 8:00am- 5:00pm, extended care is offered between 6:00am to 8:00 am and 5:00 pm to 6:00 pm month, year-round program. Our learning center operates a calendar year to support you and your family, honor the time our staff needs to support their families, and gives everyone the opportunity to be with family. FAMILY focus

means we ALL take care of each other! That is why we are closed 12 days a year, so each of us can spend time with our families.

We observe all closures declared by NISD to inclement weather. **There will be no credit in tuition due to school closing for inclement weather.**

**CUT OFF TIME IS EVERY DAY THROUGH FRIDAY AT 9:00 AM** in case of emergency of delay please call the office and notify. **Children attending after 9:00am must have a doctor's note to be able to return to school.**

#### F. Tuition, Registration, Parent Annual Fees:

These fees are created to support the program we offer based on our expenses. We try to stay within the market rate similar to provider who offers same service. We cannot make special provisions and/ or exceptions due to absences or personal situation. Whether your child is here or not our financial obligation remains in the same. Monthly Tuition is due the 1<sup>st</sup> of each month if you pay monthly and on Tuesday morning if you pay weekly. **PLEASE DO NOT REQUEST AN EXCEPTIONS or EXTENSIONS, your payment allows us to run our school and provide our children the very best. DAILY LATE FEE IS \$10 PER DAY.** In order for you to leave your child in our care you must pay tuition on time, please do not place us in the situation where we have to ask you not to leave your child because you have not paid tuition. Tuition, registration and parent annual fee must be made in the office. Tuition is due regardless of student absences or student holidays. **In the event of a RETURNED CHECK a \$50 administrative fee will be added to your account, thereafter you will need to pay by cash, money order or cashier's check.** The registration and Parent annual fees are Non-refundable, and due upon registration. Fees are based on the program you select. Parent Annual Fee is due June 1<sup>st</sup> of every year.

**\*Tuition fee, Registration, Parent Annual Fee are non-refundable\***

**Kids Are Angels Learning Center only takes Tuition Express Payments, Check and Money order for FORMS of payment**

#### G. CCS Program

Kids Are Angels Learning Center accepts families under CCS program. These families as well will be responsible for complying with our policies. Parent fee is due the first day of each month, additional fees such as but not limited to a activity fee, parent annual fee or special event fee we will notify within time via written notice. CCS parents have to swipe their card for daily attendance so as not to risk losing their service. Kids Are Angels Learning Center is **OBLIGATED** to report families within five (5) days of non-swiping of their card. **CCS families with children in our After School Program, they are responsible for paying extra charge for school holidays, early release, activity fee for special camps, and the parent annual fee.**

## H. Attendance and Holidays:

If your child is out for the day please call us by 9:00am, this allows us to plan for meals and activities in the Classroom. We encourage all children to attend daily as it supports routines and consistency. Also let us know if your child is absent due to an illness, so that we may take any necessary health precautions for all our children. **THE HOLIDAY SCHEDULE WILL BE UPDATE ANNUALLY AND GIVE OUT IN MARCH 1 EVERY YEAR.** We are closed ONLY 12 days in a year, this is when we can ALL spend time with our families. The school reserves the right to make any necessary changes.

### 2021 HOLIDAY Closures

January 18 <sup>st</sup> 2021	Martin Luther King Day (Staff Development)
April 2 <sup>nd</sup> 2021	Good Friday
April 23 <sup>rd</sup> 2021	Battle of the Flowers (Staff Development)
May 31 <sup>st</sup> 2021	Memorial Day
July 2 <sup>nd</sup> 2021	Independence Day
August 20 <sup>th</sup> 2021	Staff Development Day
September 6 <sup>th</sup> 2021	Labor Day
October 11 <sup>th</sup> 2021	Columbus Day (Staff Development)
November 25-26 2021	Thanksgiving & Day after thanksgiving
December 23-24 2021	Thursday before Christmas eve & Christmas Eve
December 30-31 2021	Thursday before New years Eve & New Year's Eve

## VII. Operational Procedures

**A. Procedures for Release of Children:** Children will only be released to persons designated on enrollment form unless the Director is notified in writing in advance of a change. Anyone unfamiliar to the school personnel will be asked to show picture identification.

**B. Arrival and Departure:** PLEASE SIGN YOUR CHILD IN AND OUT DAILY AND WALK YOUR CHILD ALL THE WAY TO THEIR CLASSROOM, THIS IS YOUR OPPORTUNITY TO SEE THEIR PLAY ENVIRONMENT. Children are to be at the center no later than 9:00am and picked up no later than 6:30pm.

**C. Labeling:** Label all time, bottles, cups, clothes, backpacks, etc.... This will reduce confusion when item is misplaced. Please keep expensive jewelry, or belonging such as toys or stuffed animals at home. When your child comes to school, we want to concentrate on playing with them rather than be concentrated about personal belongings. Unlabeled items will be placed in the lost and found; unclaimed item will be donated to a Charitable organization at the end of each month.

### **D. Dress for Play:**

Children go outdoors twice a day for 45 minutes weather permitting. Clothing which is easy to put on and take off encourages independence. Our school promotes exploration and direct experiences of many kinds. Please understand that this kind of philosophy is NOT consistent with staying clean and that it helps if a child's clothing school is selected with this in mind. Tennis shoes are GREAT!!! For school, let's save boots for special day like the rodeo and western day. Please avoid flip-flops, dress shoes, open back shoes or any shoes that may be slippery to help prevent accidents.

### **E. Late Pick-up Fee:**

There will be a \$10 late charge for late pickup plus \$1 per minute after closing time. LATE FEE IS DUE UPON PICK-UP. As a courtesy, please call us if you are running late.

### **F. Withdrawing Your Child/Children:**

Please remember that the creation of our program is based on numbers of children enrolled. Withdrawing your child impacts our services. We ask you to provide 30 days written notice prior to withdrawal date. We give you the same courtesy of at minimum 30-DAY written notice of any upcoming changes to our policies or center. That will allow us time to contact families on our waiting list and to fill the spot so that the program may continue as planned. If this notice is not given, tuition is due and payable upon withdrawal. Any unpaid balances upon withdrawal will be referred to a collection agency. Withdrawing you child without notice will be jeopardize your child's return if you choose to re-enroll. ALL fees are NON-REFUNDABLE. In extreme situation, a child's enrollment may be terminated if we feel like we cannot meet your child's needs. We will do so after conferencing with you. We will work with you to resolve the

issue, give you adequate notice and suggestions for ways in which your child may get their need met. **A child's enrollment may also be terminated if the parent's account is past due**

**G. Vacations:**

After one year of attendance full time enrollment, 1-week vacations are available each year. **(Children taking the benefit of 1-week vacation are not able to attend school for their vacations)**

**H. Discharge Policy: Kids Are Angels Learning Center** reserves the right to cancel the enrollment of a child for the following reasons:

- Non-payment or excessive late payments of fees.
- Not observing the rules of the Center as outlined in the parent agreement.
- Physical and / or verbal abuse of staff or children by parent or child.
- Excessive biting of another child.
- Non-compliance with immunization and exclusion due to illness
- Excessive Late Pick up

**I. Policy on Personal Items (TOYS):**

Each child has a labeled cubby/hood for extra clothes, cup and nap items, make sure everything is label is your child full name. **PLEASE DO NOT BRING TOYS FROM HOME.** This policy will help minimize the possibility of other children wanting the toy and it getting broken or lost. To allow the children some individuality, we will have show and tell days. **WE ARE NOT RESPONSIBLE FOR BROKEN OR LOST TOYS AND WE WILL NOT COMPENSATE PARENTS FOR SUCH ITEMS.**

**\*\*\*\*\*IMPORTANT: There are four things we feel strongly must remain at home- guns, gum, candy and money.\*\*\*\*\***

**J. Meals/ Nutrition Policies:**

Tuition includes breakfast 6:30-8:00am, lunch 11:00am and afternoon snack 3:00pm. A weekly menu will be posted. **PARENTS MUST PROVIDE FOOD FOR CHILDREN WITH ALLERGIES OR SPECIAL NEEDS ON A DAILY BASIS TO MEET THEIR CHILDS SPECIAL DIETARY NEEDS.** Afternoon snack time is extended to accommodate after school children arriving at the school. All meals served are nutritionally balanced according to TDPFS and CACFP guidelines. Only 100% fruit juice is served, with 1% milk. Children are encouraged to taste a variety of foods

but are never forced to eat. Please visit the link <https://kidshealth.org/en/parents/allergy.html> for more information on foods that may cause allergic reactions. What foods most often cause food allergy?

Approximately 90 percent of all food allergies are caused by the following eight foods: Milk, Eggs, Wheat, Soy, Tree nuts, Peanuts, Fish and Shellfish.

Eggs, milk, and peanuts are the most common causes of food allergies in children, with wheat, soy, and tree nuts also included. Peanuts, tree nuts, fish, and shellfish commonly cause the most severe reactions. Although most children "outgrow" their allergies, allergy to peanuts, tree nuts, fish, and shellfish may be lifelong.

- Liquids and foods hotter than 110 degrees F are kept out of the reach of children and/or in the kitchen
- All staff members are informed of children with special dietary needs and allergies to take precautions and keep children safe. Children with special dietary needs and allergies are posted in the kitchen and their classroom.
- No outside food is allowed! Outside foods will only be allowed into the center in our classroom party, birthdays, special events, all food brought into our center must be store bought or prepared in a kitchen that is inspected by local health officials.
- Parents arriving during or after breakfast with outside food must sit with children in the office prior to taking children into the classroom. (This includes cereal, cookies, pop-tarts, etc.)
- Healthy snacks are available for school age children upon arrival.
- All Kids are Angels children are encouraged and provided with Healthy snacks at snack time.
- On days that providers serve meals, milk, fresh fruit and vegetables are available for children who bring lunches from home.
- Please provide staff with directions to ensure the safety of food brought from home, including refrigeration or other means to maintain appropriate temperatures.
- Programs provide parents with information about foods that may cause allergic reactions.
- Providers provide sample menus of healthful lunches for parents whose children bring food from home. Parents are encouraged to provide meals with adequate nutritional value. Please visit the link <https://www.cdc.gov/healthyschools/nutrition/facts.htm> for more information for childhood nutrition.

### **K. Breast Feeding/ Breast Milk:**

Our school has an open-door policy, all parents are welcomed to stop by and visit their children at any time, and this includes breastfeeding moms. Mothers are more than welcomed to come sit in the baby room and breast-feed their child. Mothers can also choose to bring in their breast milk daily and we will maintain them in the refrigerator with their child's name and picture. Mothers who chose to bring in several servings of milk for their children for Kids are Angels Learning Center to keep will be kept in the Kitchen freezer in a box labeled with the child's name, date of birth, date bagged, and picture. Upon parents request we provide parents additional resources such as brochures, flyers, and online information on breastfeeding. Brochures and additional resources are posted next to our parent information board.

### **L. Safety Policies:**

At KIDS ARE ANGELS, we take extra precautions to ensure your child is learning, growing and developing in a safe and secure environment. Our health and safety measures include:

- All staff members are CPR and First Aid certified
- All staff receive state and FBI background checks
- Low student ratio in all age groups
- Closed circuit cameras in the center
- Daily sign in and sign out
- All staff members wear Kids Are Angels Learning Center uniforms
- Monthly fire drills
- Intercom system in each Classroom for any emergency
- Security keypad and door with individual codes for each parent

### **M. Abuse & Neglect:**

At Kids are angels Learning Center we have a keeping children safe policy, reporting abuse and neglect Texas State law requires reporting any suspected abuse or neglect of a child to the Texas Department of Family and Protective Service or law enforcement agency. Our teachers at Kids are Angels Learning Center are certified and trained on how to report and suspect any abuse or neglect prior to being in the classroom. Our teachers are trained every year through a licensed trainer to be able to report any abuse they may suspect.

#### **N. Emergency Weather Evacuation:**

In order to ensure the safety of the children, our emergency evacuation plans: If severe weather strikes when the children are in the center, every teacher should relocate the group of children under her/his care in the relocate area. In case of mandatory building evacuation, children will be relocating to the closest shelter as directed by local authorities (usually the closest public school). Children will be transported in the center's van in-group of 15 kids at the time. Our primary contact in case of emergency will be the parents (**PLEASE MAKE SURE WE HAVE A CURRENT PHONE NUMBER IN RECORD**), and the secondary contact will be one of the emergency contacts provide by you on the admission form. Children will be supervised at all times by the staff; the director will be in charge of any medication administration if needed.

#### **O. Health/Illness Policies:**

Children need to develop good healthy habits. We practice hand washing after toileting, before and after meals, snacks and other times during the day as necessary. Because young children learn by imitating adults, we ask you to support your children's hand washing efforts by role modeling hand-washing practices whenever you are with your child. Children are encouraged to cough or sneeze away from others who may be near them and to use tissues.

#### **P. Health Check Ups:**

Kids are angels Learning Center performs daily health checkups in which each child is assessed to identify concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance. Teachers who receive children in the morning perform the checkups daily. The afternoon teacher also checks children again afternoon as a pm checkup. If there are any incident/accident reports teachers make sure to write it in the child's checkup and report it to the parents when they come in for their child upon pick up.

#### **Q. Illness and Exclusion Criteria:**

You are the best judge of your child's health and we trust that you will not bring a sick child to the school. However, if in the opinion of the teaching staff your child is sick, we will separate him or her from the other children and call you to come and pick-up your child. Please keep schedules; phone numbers an all records up to date with the front desk.

#### **If your child has any of the following symptoms, he/she cannot attend the Center:**

- Severe coughing, causing child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Diarrhea (more than twice abnormally loose within a 24-hour period)
- Temperature of one hundred degrees (has fever or had one during the previous 24-hour period)
- Cold symptoms

- Heavy nasal secretions
- Conjunctivitis (Pink Eye)
- Untreated infected skin patches
- Symptoms of a communicable disease (notify management if the child develops a communicable disease)
- Unusually dark urine and / or gray or white stool, yellowish skin or eyes
- Child is cranky, fussy and not himself
- Child is overtired. Overtired children are susceptible to illness
- Vomiting
- Head Lice and eggs; Child has nit (eggs) or lice they may not come back to school until they are "LICE AND NIT FREE"
- Any other unusual sign or symptoms of illness

We have no facilities to care for sick children. If your child becomes ill, he/ she will be isolated and the parent will be notified to pick up the child within the hour.

Again, our school program is planned with the health and safety of your child in mind. You can help us by adhering to the above-mentioned policies. Healthy children are happy children.

Children who are ill cannot attend to the Center until they are free of all signs of illness for at least

**Twenty-four hours (24). Children must come back school with a doctor's note**

## **R. Procedures for Dispensing Medications:**

In general, we feel that a child on medication needs to be at home. However, some medication must be given over a specific number of days, even though the child has improved. Parents may request under these circumstances that the child be given medication while at the school. No medications, vitamins, or special diets are administered unless instructions to administer such items are written, signed and dated by a licensed physician and are prescribed for that child. This applies to over-the-counter pain relievers as well as prescription medicines. All medications must be in the original, child resistant container, labeled by a pharmacist with your child's first and last name, date prescription was filled, medication's name and expiration date, administration, storage and disposal instructions. All medication is administered by person in charge.

**Please do not send medication in your child's, or leave medication in your child's diaper bag, backpack or cubby. Do not take medication to the classroom.**

**There are special MEDICATION FORMS that must be completed by the parent. These forms are available at the front desk.**

## **S. Procedures for Handling Medical Emergencies:**

The school's director will evaluate an injured or severely ill child. Parent will be notified by telephone if their child needs to be picked up. An ambulance will be called only in severe emergencies and the school director will make that determination.

## **T. Rights and Responsibilities, and Positive Guidance:**

As children grow and develop, we want to GUIDE them in becoming responsible. Please join us as we model and teach together. If your child tears any books we ask that you and your child go to the bookstore and replace that book, we will send the book that was torn home (infants, birth to 18 months will be given cloth and plastic books; it is our expectations that toddlers 18 months and older will have been read too often enough at home and school that they will care for their books) If your child's color on the walls or floors we will ask you to help them clean it up so that they learn that it is important to care for our school. **Together we can teach children** that with the RIGHT of a nurturing and loving education are their RESPONSIBILITY to care for it. **We practice POSITIVE GUIDANCE.** These techniques include: ignoring the ignorable, positive language, setting limits, negotiation, and redirect. Our guidance will be consistent, and shall be based on an understanding of individual needs and development and shall promote self-discipline. We will work with you if your child needs some temporary individual attention. **WHEN A CHILD CONSISTENTLY MAKES POOR CHOICES, WE RECOGNIZE THAT THEY ARE TELLING US SOMETHING.** Separation of children may become necessary in the case of two or more children having extreme difficulty playing together without conflict. The teacher will assign appropriate play areas for the children, with the message that they may try playing together again

later if they do well on their own and will offer praise when your child tries or is successful. We make every effort to follow your directions to ensure consistency between home and the school whenever possible.

#### **U. Chronic Disruptive Behavior:**

We will make every effort to work with the parents of children having difficulties in school. We are here to serve and protect all of our children. Children displaying chronic disruptive behavior, which has been determined to be upsetting to the physical or emotional well-being of another child, may require the following actions.

- ***1<sup>st</sup> Consultation***

The Director may require the parent(s) of any child who attends the Center to meet for a conference. The problem will be defined. Goals will be established and the parent will be involved in creating approaches towards solving the problem.

- ***2<sup>nd</sup> consultations*** may be required if the initial plan for helping the child fails.

- ***3<sup>rd</sup> Suspension***

When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from childcare indefinitely. The Director may immediately suspend a child at any time he/she exhibits a behavior which is harmful to him/her or others. A parent may be called from work at any time the child exhibits uncontrollable behavior that cannot be modified by the school's staff. That parent may be asked to take the child home immediately. Suspensions from the school's program may vary from a few hours, days to an indefinite period.

- ***4<sup>th</sup> Termination***

In the event that the challenging behavior continues, Kids are Angels reserves the rights to terminate services without notice. In the event of termination, the Annual Registration fee is non-refundable. Please keep in mind our mission is to provide quality education to our children, children with challenging behaviors will prevent others and themselves from achieving their school ready process.

#### **V. Biting Policy:**

One of our primary goals is to provide a safe and loving learning environment for children. When a biting incident occurs, there are many upset feelings. When it does occur, we take it very seriously and try to find the reason why the child bit and try to extinguish the behavior as quickly as possible and assist in developing positive social skills. Biting is not uncommon. It causes more upset feeling than any other behavior in group setting for young children such as learning center and day cares. Parents of the child who was bitten, parents of the child biting, and their teachers all want the behavior to end as quickly as possible. As we know young children up to two years of age learn through mouthing objects and people. Typically, this does not continue after the age of three. Why do children bite?

## Children will bite for many different reasons. Some of them include:

- experimental biting,
- teething discomfort,
- becoming independent,
- is using muscles in new ways,
- is learning to play with other children,
- Is frustrated in expressing his/her needs or wants, or is threatened by new or changing situations such as a mother returning to work, a new baby, or parents separating.

### When a child bites another child, we will,

- Intervene immediately
- Help the child who was bitten
- Talk briefly to the child who bit and remove the child from the situation for a brief period of time. We tell the child in a calm but firm voice, "No biting, biting hurt." Or "I do not like it when you bite people. You hurt him/ her. She's crying"
- Reinforce positive behaviors
- Notify parents of all children involved. We will not share the names of the children to protect the privacy of all families.

### If the biting continues, we will

- Meet with the parents of the child who is biting
- Assign a person to stay/ shadow the child

While using all of these techniques, most children resolve the biting behavior. However, should this continue without improvement, we must take further steps to ensure the safety of the children in our care? Therefore, we may require that the child that is biting find another learning environment that will meet his/ her individual needs.

**Documentation:** Parents will be notified via letter or in person in regards to their child's chronic behavior. If a child needs to be suspended, parents will sign a suspension letter. Parents will be notified daily of their child's behavior via daily reports and incident/accident reports.

### **W. No Electronics/Cell Phones**

Children are not to bring any electronic devices to school, this includes tablets, ds game consoles, phones, etc. Devices brought to school will be confiscated and placed in the office until parents pick up their children from the center. The no electronic device is also included on days children are off from school.

We also encourage all our parents, staff and families to please leave cellphones in their cars to be able to promote or improve communication between staff, children and families.

#### **X. Gang Free Zone**

Gang-Free Zone a gang-free zone, which includes such locations as schools, playgrounds, and video arcade facilities, is an area in which a gang-related activity is subject to an increased penalty under individual state laws. These laws typically prohibit any type of gang-related Criminal activity within 1000 feet of a school or child care facility.

#### **Y. Screen Time Policies**

Children ages 3 and up will/may have screen time twice a day for the first and last 30 minutes of the day.

#### **Z. Safe Sleep Policy**

All infant parents must fill out a safe sleep form for children ages 6 weeks-12 months. Safe sleep form will is included in the enrollment packet with details.

#### **AA. COVID INFORMATION**

- As of March 2020, we have taken different precautions in regards to COVID. Any child with COVID 19 symptoms will be sent home immediately. Child must be must be illness/disease free for 24 hours and bring a doctors' note upon return.
- Children who have COVID symptoms and are similar to allergy symptoms may bring a doctors' note stating the child has allergies/seasonal allergies. **Doctors note for allergies will only be valid for 30 days, after 30 days all doctors' notes will be voided** and a new one will be required for your child to be able to attend.
- Children ages 3 and up are required to wear a mask while in the building.
- No parents/visitors will not be able to enter the building during this time.

**\*\*Please keep in mind that Covid Information may change throughout the year and new requirements may be required. \*\***

#### **VIII. Celebrations Policy**

- a. **Special Events:** The school schedules several events during the year, designed to provide parents, children and family members with special opportunities to enjoy and participated in our program. Events range from Open House, Grandparent's Week, Food Drive, Field Trips, etc. Each event is meant to be shared time which gives parents an opportunity to get to know each other, to talk with the child's teachers and to have an inside look at child's daily experiences. **Please remember all food must be store bought or prepared in a kitchen that is inspected by local health officials**

- b. **Birthdays:** If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, feel free to bring invitations to school. The teachers will place the invitations in each child's folder. Please be considerate of our children's feeling and comply with above request. Children are invited to celebrate their birthday at school. If parents choose to bring a birthday treat, we prefer a treat, which is nutritious and healthy. Some suggestions for nutritious snacks are: fruit salad, muffins, granola cookies, bananas or raisin bread. The Director will help you with other ideas. **Please remember all food must be store bought or prepared in a kitchen that is inspected by local health officials**

## **IX. Additional Information**

### **A. Photo Release**

Parent signed consent for your child to be photographed shall be in the child's file.

### **B. Video Release**

A parent signed consent for each child to watch preschool approved videos shall be in the child's file.

### **C. Social Networking Release**

A parent sign to give **Kids Are Angels Learning Center** permission to post photos, videos on our web communications (website, social networking such as Facebook, KAALC Monthly Newsletter)

### **D. Inclement Weather**

Kids are Angels Learning Center observes all closures declared by the Southwest Independent School District & South San Independent School District (SWISD) (SSISD) due to inclement weather. There will be no reduction or credit in tuition due to school closings for inclement weather.

Licensing:

ANYONE CAN REVIEW OUR MOST RECENT LICENSING REPORT AT:

Licensing Information

Texas Department of Family and Protective Services

Child Care Licensing Division

Permit Number: 1529006

A copy of the "Minimum Standard Rules for Licensed Child-Care Centers" is available at the OFFICE upon request.

Child Care Licensing

Address:

3635 S.E. Military Drive San Antonio, Texas 78223

Phone:

(210) 337.3399

Website:

[www.tdprs.state.tx.us](http://www.tdprs.state.tx.us)

Child Abuse Hotline:

1-800-252-5400

Parent can stop by the board posted at our school to view the most recent licensing visit

# Parent Acknowledgment Form

I have received a copy the Kids Are Angels Learning Center Parent handbook and center operational policies. I recognize and accept my responsibility to read and become familiar with its contents. I acknowledge it is designed to provide general information relative to various policies and procedures. I also understand that the contents of this handbook may change. Further, I understand that the Center reserves the right to add, delete, or modify the contents of the handbook at any time and for any reason. Policies are updated annually. Parents will be notified within 30 days of this change via written notice.

I also acknowledge that:

- I accept the contents of the handbook and agree to abide by the information set forth.
- I understand that this handbook is copyrighted, all rights are reserved and this handbook may not be copied.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date