

KIDDIE KORRAL FAMILY HANDBOOK

2025

Clear communication, trust and a loving, family oriented atmosphere make for a great childcare experience. We strive to form a relationship with our families that allows for peace of mind for the parents and a happy, safe environment for the children in our care. We strive to give our students a solid foundation on which to grow and learn

2. DAYS AND HOURS OF OPERATION

We are open Monday-Friday 5:30am-6:30pm. We will be closed on the following holidays in 2025

NEW YEARS DAY, JAN 1

GOOD FRIDAY, APRIL 18

MEMORIAL DAY, MAY 26

INDEPENDENCE DAY, JULY 4

LABOR DAY, SEPT 1

COLUMBUS DAY OCT 13

THANKSGIVING DAY, NOV 27

DAY AFTER THANKSGIVING, NOV 28

CHRISTMAS EVE, DEC 24

CHRISTMAS DAY, DEC 25

NEW YEARS EVE, DEC 31

3. ENROLLMENT PROCEDURES

Enrollment requires you to complete all registration forms, provide up to date immunization records or exemption form, and a well-child form signed by the child's pediatrician. There is a \$50 registration fee per family. We use the Smartcare system for billing and record keeping. Once your child is enrolled you will receive an email invitation with a link to download the Smartcare app. The app includes a QR code that you will use to sign your child in and out with each day. Parent alerts regarding party days, policy changes, emergency closures etc will be sent via text or email through Smartcare. Please keep us updated on any changes in your contact information. You can also edit your family profile via the Smartcare app.

4. FEES AND PAYMENT SCHEDULE

Newborn through 12 months- \$225 per week **flat rate**

Age 12 months through 4 years- \$200 per week **flat rate**

Full day care for school age children (enrolled in school)- \$35 per day

Before and/or after school- \$75 per week **flat rate**

You have the option of 10 no fee vacation days per year to use as you like

Tuition fees include all meals and snacks

Tuition is due **WEEKLY** unless otherwise scheduled with the director. You will receive an email every Sunday with the previous week's balance. Balance must be paid in full before the child returns to daycare the following Monday.

Payments can be made directly through our Smartcare app using credit card or banking info. Cash or check payments can be made at

the front office. Please download our app to have full access to your billing/payment history.

If your balance is not paid on schedule your child will not be permitted to attend until payment is made in full.

5. PARENT AND FAMILY PARTICIPATION

Family participation is encouraged. You are welcome to visit our classroom, volunteer to help with class parties, or eat a meal with your child. We are a pro-breastfeeding center and will provide you with a quiet, comfortable area if you would like to come breastfeed your child any time throughout the day. We will provide a quiet place with an adult sized seat for your comfort. You have the right to breastfeed or provide your child with breastmilk while in our care.

We believe communication is key to a successful childcare provider/parent relationship. Please come to us with any questions, concerns or suggestions. We strive to create a welcoming and warm environment for our families.

Teacher's aren't able to take attention away from the children for parent meetings while in charge of a class. If you would like to schedule a conference with your child's teacher please let us know and we will set up a time that is convenient for everyone.

6. CHILD DROP OFF AND PICK UP

Children must be checked in by 9:30am in order to attend that day.

If you have an appointment or must drop off after 9:30 for any reason, please let the office staff know ahead of time.

- Parents are expected to accompany their children and sign them in at the kiosk.
- If your child needs to eat breakfast please have them here before 8am.
- Please sign your child out on the kiosk each day.

* If your child is on CCMS you must sign in and out on the

KinderConnect tablet each day as well as our Smartcare tablet. Please note that 5 consecutive absences could result in losing your CCMS funding.

* If your school age child rides our bus to school, we depart at 7:20am sharp. The children will arrive at the schoolers center after school by 4:30pm

Please make arrangements to pick up your child before closing time each day.

Late pick up will result in a fee of \$1 per minute after 6:30

Only authorized persons will be allowed to pick up your child. We will check ID of anyone picking up the child that we are not familiar with.

7. DAILY SCHEDULE

5:30am- Facility opens

6-8am- Breakfast

Teachers will take charge of their groups and go to classrooms as scheduled 8am- Preschool class/learning time

9:30am-Recess or indoor physical activity

11am- Lunch

12-2pm- Nap

2pm- Snack

2:30pm- Centers and indoor play

4pm- Recess or indoor physical activity

5pm-Dinner

Groups will be combined within ratio at the end of the day

Closing time is 6:30pm

8. CURRICULUM AND CLASS TIME

Preschool class is held daily starting at 8am for our 2's, 3's and 4's classes. We use Experience Early Learning Curriculum. Weekly lesson plans are posted in the classroom. Please check your child's cubby or folder daily for their classwork and art projects.

9. TRANSPORTATION

We provide transportation to and from the elementary and Intermediate schools within the Alvarado city limits. We have a 32 passenger bus equipped with an alarm system which ensures all children are safely off the bus before the ignition can be turned off. Our bus driver is CDL certified and any staff that transports children take an annual transportation safety course. Except in the event of an emergency, children not yet enrolled in school will not be transported. We currently do not do off campus field trips.

10. WATER PLAY

During the summer we will have water play activities. These activities may include sprinklers, water balloons, water tables and water guns. We do not use pools. You will be informed ahead of time on water play days so that you can provide a change of clothes and towel. No sprinkler equipment will be used on or near a hard, slippery surface. Hoses and and sprinkler equipment will be stored out of child's reach when not in use.

11. SCREEN TIME POLICY

We limit screen time (television, tablets, computer time etc) to one hour per day for children 3 and up at combined group times at drop off or pick up. Programming is educational and add free.

12. ILLNESS AND EXCLUSION CRITERIA

Children running a temperature of 100.1 or over must be sent home and cannot return to daycare until fever free for 24 hours. If a child is having other symptoms of illness such as vomiting or recurring diarrhea they will be sent home and cannot return until symptoms have stopped for 24 hours. Any child with a communicable illness such as strep, covid, flu etc must return with a doctors note indicating that they are no longer contagious.

13. MEDICAL EMERGENCIES

In the event that a child has a medical emergency, 911 will be called first and the parent will be notified immediately. Please make sure to provide current emergency contact numbers as they change. In the event that a child is transported by ambulance, a staff member will accompany the child to the hospital and wait with the child until a parent or guardian arrives. If your child has a life threatening allergy or medical condition YOU MUST INFORM THE DAYCARE AND PROVIDE ANY INFORMATION OR MEDICATION NEEDED. In the event of a minor injury or illness the parent will be notified and daycare staff will provide necessary care. Our staff are fully trained and certified in pediatric CPR and first aid. If a child is injured you will receive an accident report.

14. ADMINISTERING MEDICATION

If your child needs to be given medication at the center you must fill out a medication permission form. This form must include the child's name, dosage, time to give medication, name of medication and the date and your signature. If the medication is a prescription, it must have the child's name on the bottle. Over the counter medications must have the child's name written on the bottle. All medications will be kept in the main office and administered by the director or assistant director.

15. IMMUNIZATION AND MEDICAL REQUIREMENTS

All enrolled children not yet in public school must have up to date immunizations and a well- child note from a doctor on file. If your child has a medical exemption for immunizations, we must have a signed and notarized form on file. Please provide us with any updates immunization records as you get them. We must have an Allergy Action Plan on file and an EpiPen for any child with an anaphylactic allergy. We must have a current hearing and vision screening on file for your child.

16. CLOTHING GUIDELINES

Please send your child in comfortable clothing that is appropriate for the weather. Label coats and jackets with the child's name. Please

keep in mind that we paint, play in water and sand, use sidewalk chalk etc, so clothing may get dirty. Affordable and durable clothing is best for daycare activities :)

We play outdoors everyday weather permitting so shoes must be worn. No flip flops allowed for safety reasons.

Please send a bag with a change of clothing to keep in your child's cubby in case of accidents. Please do not send children in jewelry that is easily removed or could be a choking hazard. Stud or small earrings are fine but please no necklaces, bracelets etc.

Diapers and pull-ups must be provided by the parent each day for children that use them.

17. INCLEMENT WEATHER CLOSURES

Our policy is to follow the protocol of Alvarado ISD for weather related closures. If AISD is closed for bad weather we will be as well. On delayed opening days we will open at 10am. We will also notify families via text as early as possible as well. If it becomes necessary to close early, you or your emergency contacts will be notified via phone call or text message.

18. OUTDOOR PLAY CRITERIA

We are required to allow outdoor play every day weather permitting. Weather conditions that limit outdoor play include: Active rain, storms or lightning in the area, environmental risks such as bad air quality or pesticides in the area, temperature above 95 or below 40. Please dress your child in appropriate clothing for the weather and shoes that can get dirty. We use Equate brand sunscreen and insect repellent when needed. Please let us know if your child has an allergy to these products. We will have indoor physical activities if weather prohibits outdoor play. Children benefit developmentally and physically from outdoor play and it is important part of our activity plan. All children regardless of disabling or limiting conditions will be included in outdoor activities. If your child has an illness or injury that prohibits outdoor play, please keep them home until they are able to join in regular daily

activities. Outdoor play is scheduled for 15 minutes minimum or 1 hour maximum, morning and afternoon, weather permitting every day.

19. EVACUATION AND EMERGENCY PROCEDURES

In the instance of a building evacuation due to emergency, all children will be safely transported by bus to our schooler center located at 219 E College St. If an evacuation occurs at the schoolers center, the children will be transported to our Baugh St center. You will be notified via text or phone call if this happens. Fire and tornado drills are done monthly and emergency “go bags” are located in each classroom with emergency supplies and parent contact information. In the event of a tornado, children will be taken to our tornado safe room until the threat passes. We closely monitor all weather events. Detailed evaluation procedure is posted in all classrooms and lobby.

20. GUIDANCE AND DISCIPLINE

Children are expected to treat each other and adults with kindness and self control. Each child in our center has a right to learn in a safe and friendly place. We use positive reinforcement and redirection to encourage good behavior. When a child becomes verbally or physically aggressive we intervene immediately to protect all children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary it is clear, consistent and understandable to the child. If a child continues to act out negatively we will separate the child from the environment and give them a “time out” for no longer than one minute for each year of their age. If negative behavior is continued and frequent we will set up a conference time or phone call with the parent to discuss the situation and work together to find a solution. We never use physical force, excessive exercise, food withholding or verbal abuse for punishment. We maintain a zero tolerance policy to bullying. If you have any concerns about any of this at any time, please contact the center director.

21. SUSPENSION AND EXPULSION OF CHILDREN

We strive to provide a safe and comfortable environment for our children. If a child is continually harming other children or staff and discipline measures are not effective, the child will be suspended or expelled from enrollment depending on the severity of the behavior. If a child displays continual behavior which puts him/herself or other children in danger or creates a liability issue for the center the child will be suspended or expelled. We retain the right to dis-enroll a child when that is in the best interest of the child or other children in the center.

22. BITING

Biting is unfortunately a normal part of development for toddlers. We try our best to avoid it happening but it sometimes does. Under most circumstances a toddler will not be suspended for biting unless it is a frequent, ongoing issue.

If your child is bitten we will provide necessary first aid and you will receive an accident report.

23. MEAL SERVICE

Our center is enrolled in The Federal Child Food Program. You will be required to complete the food program enrollment form at the time of enrollment and every March at renewal time. This program allows us to provide quality, healthy meals to your child while reimbursing us for food costs depending on your family's income. Monthly menus are posted in the lobby and kitchen area and copies are provided if requested. Parents are welcome to join your child for a meal.

We serve breakfast, lunch, PM snack and Dinner. Please let us know if your child has any special dietary requirements or requests. Meal times are as follows:

Breakfast 6am-8am

Lunch 11am

PM snack 2pm Schoolers PM snack 3:45pm Dinner 5pm

24. LICENSING AND INSPECTION REPORTS

All current licensing and other inspection reports are posted in the lobby. If you would like to access the Minimum Standards for Child-Care Centers or our past licensing reports online, please go to **dfps.texas.gov**

You may contact our local licensing office at (817)321-8607 with any questions

If you suspect abuse or neglect please call the hotline at (800)252-5400 Texas Department of Health and Human Services can be reached at **hhs.gov**

25. TEACHER AND STAFF TRAINING

All staff are required to have at least 30 hours of required childcare training each year in addition to current CPR and first aid certification. Trainings include child safety, building premises safety, health and wellness, child development, SIDS, head trauma and shaken baby training, supervision, curriculum planning and more. Our staff is trained to watch for warning signs of abuse or neglect and we are a mandatory reporter for suspected abuse. If you or someone in your household is being abused, our staff is able to provide assistance to obtain intervention and can help with reporting abuse or neglect. All staff have been through an FBI background check and fingerprinting. Our staff is encouraged have a yearly Covid and Flu vaccine.

26. CHILDREN WITH SPECIAL NEEDS

Our center supports inclusive services to children with special needs. We will provide any child with special care needs with the accommodations recommended by their doctor or health-care professional. We utilize any equipment provided to the center for the child's use. Early intervention therapists are welcome to provide their services at the center with parental approval. We will ensure that daily activities integrate children with and without special needs and will

adapt equipment and vary methods as needed to accommodate your child.

27. ABSENCES

Once enrolled, your child will have a reserved spot on enrollment. We do not require absence reporting unless it will be for more than 5 consecutive days. You may use your 10 non-paid vacation days for a tuition discount any time throughout the year.

28. EQUAL OPPORTUNITIY ACCOMODATIONS

Equal opportunities are available to all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation, special needs or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all children. **Kiddie Korral** supports families and children who may need additional accommodation, including home language, special needs/differing abilities, and/or cultural backgrounds.

29. GANG FREE ZONE

Under the TX Penal Code, any area within 1,000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

30. PRIVACY STATEMENT

HHSC values your privacy. For more information, read our privacy policy online at [https:// hhs.texas.gov/practices-privacy#security](https://hhs.texas.gov/practices-privacy#security)

Keep your baby safe during sleep.

One of the most important things a baby needs is a safe place to sleep.

During their first year of life, sleeping babies have died accidentally from:

- Suffocation
- Smothering
- Becoming wedged or trapped under someone or tangled in bedding
- Sudden Infant Death Syndrome

There are a number of things you can do to help keep this from happening to your baby.

Safe sleep for your baby is as simple as **"ABC."**

Babies should sleep...
Alone, on their **B**acks, in a **C**rib.

The Risks of Bed-Sharing

Adults or children who sleep or nap with an infant put the baby at risk for accidental injury or even death.

- A sleeping adult or child may roll over on the baby, causing injury or suffocation.
- Babies can roll off a bed or couch and hurt themselves.
- Infants can get trapped between the bed and wall or bed frame or between the cushions on a couch and stop breathing.

For more information about safe sleep for your baby visit:
<http://health.mo.gov/living/families/babies/safesleep/index.php>

1-800-877-6246
1-800-835-5465 (TEL-LINK)



Missouri Department of Health and Senior Services
Bureau of Genetics and Healthy Childhood
P.O. Box 570
Jefferson City, MO 65102-0570
1-800-877-6246

Alternate forms of this publication for persons with disabilities may be obtained by contacting the Missouri Department of Health and Senior Services at 1-800-877-6246. Hearing- and speech-impaired citizens can dial 711.

AN EQUAL OPPORTUNITY/
AFFIRMATIVE ACTION EMPLOYER
Services provided on a nondiscriminatory basis.

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Safe Sleep for Your Baby

A guide for parents & caregivers