



# **2023-2024 Parent Policies**

Cottonwood Creek Kid Care Preschool  
1015 Sam Rayburn Tollway  
Allen, TX 75013  
214-667-7000

# Cottonwood Creek Kid Care Preschool

## Parent Policies

### OUR MISSION

Kid Care aspires to reach the community for the Gospel by building **relationships** with families as we provide age appropriate **growth** opportunities in a **safe, fun** and **engaging** environment. We seek to instill in all children that they are uniquely created by a loving God with a purpose to bring Him glory.

### ORIGIN AND PURPOSE

Kid Care is a weekday ministry of Cottonwood Creek Church, providing quality preschool, that exceeds state standards, for children ages six months through Transitional Kindergarten (TK). Our purpose is to extend the ministry of the church by supporting families and providing a safe, secure, and loving environment for children to grow in the love of Christ. Our desire, as we look toward the future, is to provide a program of ministry and outreach to families and children enrolled in Kid Care. Kid Care offers three unique programs: Kid's Day Out, Preschool, and Transitional Kindergarten.

#### Our purpose....

**To Children:** to provide the highest quality childcare and developmental activities to encourage cognitive, social, physical, emotional, and spiritual growth. We strive to offer satisfying learning experiences and loving relationships while communicating God's love in terms preschoolers can understand.

**To Parents:** to provide a safe, friendly, educational environment where they can leave their children. Parents can confidently drop their children off each day and know their child will be cared for by quality teachers.

**To Community:** to provide a means of outreach and minister to local families in the community. Our program is open to the community in hopes to serve a need and assist families who may not otherwise look to the church for help.

The goal of our preschool ministry is to help each child...

- Associate God, Jesus, and the Bible with wonder, love, and happiness

- Know the Bible as a special book that tells about God, Jesus, family, and oneself

- Develop a positive feeling of self-worth

- Begin thinking of others and learning to share

- Feel comfortable, happy, loved, and secure with adults and other children

### OUR PROGRAM

Our program philosophy is based on the premise that children learn about the world around them through active play. Learning takes place as young children *touch, manipulate, and experiment* with their environment and *interact* with people. The emphasis is on the experiences of the children rather than the results of those experiences.

Our goal is to help your children develop spiritually, mentally, physically, emotionally, and socially. To reach this goal, we have chosen the **Wee Learn** curriculum. Wee Learn promotes "hands on" learning experiences and emphasizes total development. Your child will be taught through learning centers including art, blocks, books, listening, home living, music, science, writing, and puzzles. Daily emphasis of hands-on learning activities appropriate for each age group will teach Bible stories, verses, and truths. Other supplementary texts will be used to enrich this material.

In addition to Wee Learn, our *Preschool and TK* programs use **Frog Street Press** curriculum. Frog Street Press emphasizes numbers, letters, shapes, colors, phonetic sounds, language development, and writing. While attending our *Preschool and TK* class, your child will be preparing for

conventional Kindergarten both socially and academically.

All classrooms (excluding the Infant Room) will have a scheduled snack, lunch, rest, indoor/outdoor activity time and weekly music and movement class. In addition, 3 through 5-year-old classes (Pre-K, and TK) will attend daily chapel and weekly Spanish and physical education classes. 2 year-old classes participate in PE also.

Kid Care offers an outdoor classroom to students. Outdoor education and play support emotional, behavioral and intellectual development. Studies have shown that students who learn outdoors develop a sense of self, independence, confidence, creativity, decision-making and problem-solving skills. Outdoor learning also develops empathy towards others, motor skills, self-discipline and initiative. Learning outdoors also help children stay focused when they return to the classroom. The expectation is that students will be outside every day. Send appropriate clothing.

Our staff consists of well-trained Christian educators who care about young children and who communicate care through love and individual attention. All staff members are CPR/First Aide certified, FBI fingerprinted/background-checked and attend 24 hours of continuing education classes yearly. We are not able to honor parents' requests for specific teachers, but strongly believe our entire staff is highly qualified. Students are placed in classrooms based on their age on September 1, of that year. Children learn best when they are placed in a classroom with children their age.

Kid Care's Resource Room is fully stocked with a variety of toys. We ask for students to refrain from bringing toys from home, unless a teacher specifically requests it for an assignment. Also, students should not bring in any technology (cell phones, smart watches, iPads , etc), Kid Care is not responsible for the loss or replacement of any toy or device brought from home.

Parent policies will be updated annually, usually during summer break. In the event, a policy needs to be revised during a school year, parents will be notified by email. Our Parent Policies can be viewed online anytime at [www.kidcarepreschool.com](http://www.kidcarepreschool.com)

### **ADMISSION/ENROLLMENT**

We accept children ages 6 months through 2 years old in our *Kid's Day Out* program. Potty trained children, 3 and 4 years old by September 1, can register for our *Preschool* program. Children who are 5 years old by September 1, may enroll in our *Transitional Kindergarten* program. All children are accepted without regard to race or religion. Children with special needs will be considered on an individual basis and admitted as our capabilities allow.

Enrollment information and registration applications can be found on our website at [www.kidcarepreschool.com](http://www.kidcarepreschool.com). **FOR RETURNING STUDENTS:** All information needed to register may be found online. Completed enrollment forms and a **NON-REFUNDABLE Registration Fee** are required for enrollment. **Updated shot records must be turned into the front office.** Once registration is complete, a confirmation email will be sent. **SIBLINGS OF RETURNING STUDENTS:** In order to register the new sibling, call our registrar at 214-667-7000 to have your child added to your account. Once you have contacted the office, the registrar will add the second child to your account. Then, you may go online and register. Once the registration has been completed, a confirmation email will be sent, along with the registration packet that must be completed. **NEW STUDENTS:** Begin the registration process by applying online. Once you have applied online, you will receive an email explaining the registration process.

**Failure to return completed enrollment packet will result in a delay in your child's first day attendance at school.**

Registration for the following school year takes place in January for current students and their siblings. Returning students have priority for registration, if completed by the deadline. Open registration for new students begins late January. When classes are full, applicants are placed on a waiting list. Current students and siblings placed on the waiting list are given priority.

## TUITION & FEES

Class	Registration	Tuition	Annual	Monthly
KDO Infants	\$300	KDO Infants	\$2700	\$300
KDO Toddlers (2 days)	\$275	KDO Toddlers (2 days)	\$2475	\$275
KDO Twos (2 days)	\$275	KDO Twos (2 days)	\$2475	\$275
KDO Toddler (4 days)	\$500	KDO Toddler (4 days)	\$4500	\$500
KDO Twos (4 days)	\$480	KDO Twos (4 days)	\$4320	\$480
3 YO Preschool (3 days)	\$340	Preschool (3 days)	\$3060	\$340
3 YO Preschool (4 days)	\$390	Preschool (4 days)	\$3510	\$390
4 YO Preschool (3 days)	\$340	Preschool (3 days)	\$3060	\$340
4 YO Preschool (4 days)	\$390	Preschool (4 days)	\$3510	\$390
Trans. Kindergarten	\$425	Trans. Kindergarten	\$3825	\$425

**Registration fees are non-refundable and are due at time of enrollment.** Annual tuition has been divided into nine equal payments to be paid out during the school year. Tuition rates will not be prorated for holidays or other absences. A discount of 5% will be given to those who pay the full annual tuition fee by August 31. A discount of \$10 per month per child will be given to parents with a second and third child enrolled.

Tuition is due on the 15<sup>th</sup> of the month prior to the month of attendance. Our primary method of payment is Tuition Express, an automatic payment system which deducts payment from your checking account or credit card. Any payments returned to us unpaid will be assessed a NSF charge of \$10.00.

If payment is not made by the 30<sup>th</sup> of the month **prior** to attendance, there will be a 10% late fee applied. If your tuition is going to be late, notify the Office Manager. Please be informed you **will not** be receiving a monthly statement. Statements for paid tuition are available at [myprocare.com](http://myprocare.com).

**Payment is expected for all children enrolled whether present or not. Space is reserved for enrolled children. Thus, to hold that space, payment must be made regardless of attendance. This includes illnesses, holidays, inclement weather days, vacations etc. The Director must approve any exceptions. Should the preschool, or an individual classroom, need to close for any reason, tuition will not be refunded or reduced for closures of less than a two week period. If the closure extends beyond two weeks, tuition drafts will cease until Kid Care resumes. Kid Care reserves the right to prorate the child's account upon return or refund the prorated tuition. The two week grace period is non-refundable. Refunds will not be made for absences.**

### Tuition and Fees:

If, by chance, Kid Care, or your child's class, is shut down, parents will be responsible for tuition for up to a two-week period per each occurrence to maintain your child's enrollment. Parents would not be financially responsible for tuition if school closes beyond a two-week period. Registration fees are non-refundable.

Parents who choose to keep their child at home until they are comfortable sending their child to school, are required to pay their monthly tuition to maintain enrollment.

## CALENDAR

Kid Care is open Monday – Thursday from September 6, 2023 through May 16, 2024, excluding school holidays and inclement weather days. Our program will follow the Allen Independent School District calendar for holiday closings, with the exception of first/last day of classes. During inclement weather, we follow Allen ISD on school closings or delays. If Allen is delayed two hours, Kid Care is delayed two hours. If AISD is closed, Kid Care is closed. Please follow the news stations for Allen ISD information. We will update our Facebook page and teachers will update parents by using their most common form of communication. A detailed school calendar is posted on our website. Kid Care is a private facility and not required to provide inclement weather makeup days.

## ATTENDANCE

**Sign in/Sign out Procedure:** Kid Care uses Procure Connect to track attendance. When a parent registers a child, both parents will receive an invitation to download the Procure app. The invitation will be sent to the email address we have on file for the parents. **Each parent receives a unique code, so parents cannot share a Procure email invite.** Once a parent has downloaded the Procure app, they may scan their child in or out of school using our daily QR code. **PARENTS SHOULD NOT share their Procure code, nor should they allow someone else use their cell phone to sign their child in or out.**

**The use of the ProCare app is limited to parents or legal guardians.** Authorized pick up persons must request an individual pin code to use on our Kid Care kiosks located in each classroom or at the KC front office. Persons authorized for pick up must sign a waiver and provide Kid Care with a copy of their driver's license. Authorized pick up persons must apply for a new pick up code each school year.

When dropping off a child in the mornings, you must scan the daily QR code and sign the screen to properly sign in. The Procure app records the date, arrival time and signature of the person dropping off. When picking up your child, you must scan the QR code and sign out. The sign in/out process is mandated by the State of Texas for licensing purposes.

**Notification of Absence:** Please call the school at 214-667-7000, or text us using the Procure app, before 9:00 a.m. if your child is going to be absent. When leaving a message, please state the reason for their absence. Refunds will not be made for absences.

## ARRIVAL/DEPARTURE

**Arrival:** Kid Care is open from 9:00 a.m. to 2:00 p.m., Monday through Thursday. Drop off is between 9:00 and 9:15. Everyone must enter and exit through the glass doors at the front or back of the building. For the safety and security of the children, the back doors will be locked at 9:15 each morning. Doors at the end of each trail will also be locked at 9:15. Between 9:00-9:15, you may escort your child to his/her classroom on Trail 2 and Trail 3. Children on Trail 1 will be dropped off at the end of the hall. Please drop off your child in a prompt manner. Linger around the classroom often causes anxiety for the child.

Try your best to be on time for school. Should you arrive late, be sure to come to the front of the building. The front doors will be unlocked. Parents who are late may have to wait for an office staff member to escort their child to class.

In order for a child to be dropped off at Kid Care, the child must be escorted into the building and signed in on the Procure app. Dropping children off outside the building is not an option.

**Departure:** Picking up your child on time should be a priority. Pick up is 2:00-2:10 pm. Doors will be unlocked for pick up beginning at 1:55 pm each afternoon for parents who would like to pick up a few minutes early. Children will be released only to parents or persons listed on the enrollment forms who have proper identification. Persons other than a parent picking up a child must come to the office, provide their driver's license which we will copy, and receive a card to take to the teacher. This card will prove to the teacher the person picking up has been checked by office staff. The pick up authorization card will be valid the entire school year.

**Picking Up Early:** If you plan to pick your child up from school early, please notify teachers at drop off. Notifying the teachers in advance will allow teachers to have your child ready. For classrooms that nap, we try our best not to disturb the classes during naptime because it disturbs the children who are napping.

**Cell Phone Usage:** Proper communication between teacher and parent is a priority at Kid Care. In order to have optimum communication we ask **parents to refrain from using their cell phones during drop off and pick up, except when scanning in or out on the app.**

**Late Pick-up Fee:** Children who are not picked up by 2:10 p.m. will be escorted to the office. **A fee of \$1 per child per minute will be assessed.** You will be notified of the late charge in writing the next scheduled class day. This fee applies to your account regardless of designated pick-up person. If late pick up becomes a habit (more than 5 times), the late pick up fee will increase to \$10 per child, per minute.

**Parking:** Please park in the following areas: the parking lot nearest the front doors (facing Highway 121), the east side parking lot (near the children's area), or the rear parking lot. **You may use the front circle drive, parking on the right-hand side of the lane only.** Do not park in the rear circle drive; it is a designated fire lane. Also, it is imperative that Handicap Parking spaces be available. Do not park in these designated spaces without a valid sticker or you risk being ticketed by Allen PD.

**Entering the Building:** Use the front and back entrances of the church to enter Kid Care. Do not use the doors on the east side of the building as these doors remain locked at all times for the safety and security of the children. The back, southeast doors will remain locked from 9:15 a.m. until 1:50 p.m. each day to ensure the safety of our students. For parents who arrive late, you must come through the front doors and check in at the front office. **For parents who arrive after 9:30, you may have to wait an extended time for your child to be escorted to chapel. The chapel doors are locked and require a badge for admittance. Please make sure to have your child at school on time.**

## **BEHAVIOR MANAGEMENT**

We believe discipline and guidance should be loving, consistent, and based on understanding individual needs and development. Young children need the experience of interacting with other children on a consistent basis. Learning how to take turns and cooperate with others is an ongoing process for young children, and consequently, aggressive behaviors will occur (i.e. hitting, yelling, name calling, biting, pinching, kicking, etc.). Although we do not allow this behavior to persist, we acknowledge the fact that it does take time for a child to learn more appropriate ways of expressing anger and frustration (i.e. using appropriate words to express feelings). While helping a child deal with these issues, we may need to provide one-on-one supervision. This supervision will be provided at the expense of the parent. If parents are unwilling to pay for the one-on-one supervision, the child may not be allowed to remain at the preschool.

Kid Care maintains these rules of conduct for each classroom. To minimize inappropriate behavior, we use age appropriate lesson plans that provide a variety of hands on activities, low teacher-child ratios, and positive guidance. However, any behavior considered inappropriate will first be redirected in a positive manner. If this fails and the behavior continues and could be harmful to the child, harmful to another child, or destroy property, further disciplinary actions will be warranted. A "time-out" will be used if a child continues with the repeated inappropriate behavior and chooses to ignore the teacher's directions. A time-out will last, in minutes, no longer than the child's age (i.e. a 3-year old will be in time out three minutes). We will always try to work as a team with parents to make a child successful in the classroom. Corporal punishment or threats of corporal punishment, and abusive or profane language are prohibited on the premises. Please refer to Appendix 1 for a complete discipline and guidance policy. Kid Care reserves the right to dismiss a child, upon two

weeks' notice, for serious behavior problems and/or aggressive behaviors. All necessary means will be pursued to resolve the behavioral issues before any child is dismissed from our program.

### **WITHDRAWAL/DISMISSAL**

Following a two-week notice, parents may withdraw their child from our program at no penalty. **Written notification must be provided to the Registrar two weeks prior to the date of withdrawal.** If a two-week notice cannot be given, a half-month's tuition fee will be assessed and applied to your account. All balances are considered due and payable upon withdrawal. Monthly tuition is not refundable and non-transferable. Kid Care will not prorate the remaining tuition due when a student unenrolls after April 1, 2024. Payment for the remaining annual tuition balance will be required. Kid Care reserves the right to dismiss a child, upon two weeks' notice, for serious behavior problems, non-compliance with our policies, or non-payment of fees. Written or verbal communication will be given before dismissal notice is issued. All necessary means will be pursued to resolve the problem before any child is dismissed from the program.

### **HEALTH AND MEDICAL INFORMATION**

A complete, accurate, and up-to-date *Immunization Record* along with a *Health Statement* from your health care professional must be provided to Kid Care. The Health Statement should state your child has been examined within the past year and is able to participate in the Kid Care program. These documents must be on file in the office by August 15, 2023. Your child's start date will be delayed until we receive updated immunization records. **No exceptions will be made to this rule.** Immunization records must be kept current. If your child is unable to receive an immunization, a notarized vaccine exemption form must be on file. The staff at Kid Care is encouraged but not required to have immunizations against flu, COVID, pertussis and chicken pox.

All names and phone numbers of parents, emergency contacts, and the child's doctor must be kept current by the parents. If there is not a number listed for a doctor, an emergency room doctor will be called in the event of an emergency. In the event of an accident or emergency, the child's parents will be notified immediately after attending to the welfare of the child. A copy of the Injury/Illness Report form is available in the office, and a parent's signature is required on this form.

The Department of Health and Human Services requires that each 4 & 5-year-old have a hearing and vision screening. We have contracted with a local company to provide this service in September and October. All 4 and 5 year old children will be tested at Kid Care in September. In order for a child to participate, parents will be required to complete the paperwork before a child can be screened. If a child misses the September or October appointment, it is the parent's responsibility to have the child screened and submit the paperwork to Kid Care when registering.

Please notify office staff upon registration if your child has a special need. Under certain circumstances, we may ask to observe your child. Should your child have a special need, Kid Care staff will try it's best to accommodate. It is a priority for our staff to set all children up for success.

### **RESPONSE TIME**

Responding to parent emails in a timely fashion is a priority for our staff. Sometimes, we get busy loving on the children during the day. Please allow up to 48 business hours for us to respond to emails. Keep in mind, Kid Care staff is not allowed to be on their phones while caring for your children.

### **ABUSE**

The State of Texas is a mandatory reporting state with regards to abuse. All Kid Care personnel are required by law to report all suspected cases of child abuse or neglect and attend annual training. Any such abuse will not be tolerated by an employee towards a child, parent or any other staff member. At Kid Care, our goal is to provide a safe, nurturing environment for children, and

our staff has been trained to recognize the warnings signs of abuse. If you have concerns, please notify the Director immediately or contact the Texas Department of Protective and Regulatory Services at <https://www.dfps.state.tx.us>, or the Collin County Child Advocacy Center, 2205 Los Rios Blvd, Plano, TX 75074 or by phone at (972) 633-6600, ([caccollincounty.org](http://caccollincounty.org)).



## PHYSICAL AND BEHAVIORAL INDICATORS OF CHILD ABUSE

PHYSICAL INDICATORS		BEHAVIORAL INDICATORS
PHYSICAL ABUSE	<p>Unexplained Bruises &amp; Welts:</p> <ul style="list-style-type: none"> <li>-on face, lips, mouth</li> <li>-on torso, back, buttocks, thighs</li> <li>-in various stages of healing</li> <li>-reflecting shape of article used to inflict injury (extension cord, belt buckle, etc.)</li> <li>-on several different surface areas</li> <li>-regularly appear after absence, weekend or vacation</li> </ul> <p>Unexplained Burns:</p> <ul style="list-style-type: none"> <li>-cigar, cigarette burns, especially on soles, palms, back, or buttocks</li> <li>- immersion burns (sock-like, glove-like, doughnut shaped on buttocks or genitalia)</li> <li>-patterned like electric burner, iron, etc.</li> <li>-rope burns on arms, legs, neck, or torso</li> </ul> <p>Unexplained Lacerations or Abrasions:</p> <ul style="list-style-type: none"> <li>-to mouth, lips, gums, eyes- to external genitalia</li> </ul>	<ul style="list-style-type: none"> <li>-Wary of adult contacts</li> <li>-Apprehensive when other children cry</li> <li>-Behavioral extremes: <ul style="list-style-type: none"> <li>-aggressiveness or withdraw</li> </ul> </li> <li>-Frightened of parents</li> <li>-Afraid to go home</li> <li>-Reports injury by parents</li> </ul>
PHYSICAL NEGLECT	<ul style="list-style-type: none"> <li>-Consistent hunger, poor hygiene, inappropriate dress</li> <li>-Consistent lack of supervision, especially in dangerous activities</li> <li>-Unattended physical problems or medical problems</li> <li>-Abandonment</li> </ul>	<ul style="list-style-type: none"> <li>-Begging, stealing food</li> <li>-Extended stays at school (early arrival and late departure)</li> <li>-Constant fatigue, listlessness or falling asleep in class</li> <li>-Alcohol or drug abuse</li> <li>-Delinquency (e.g. thefts)</li> <li>-States there is no caretaker</li> </ul>
SEXUAL ABUSE	<ul style="list-style-type: none"> <li>-Difficulty in walking/sitting</li> <li>-Torn, shredded or bloody underclothing</li> <li>-Bruises or bleeding in external genitalia, vaginal or anal areas</li> <li>-Venereal Diseases, especially in pre-teens</li> <li>-Pregnancy</li> </ul>	<ul style="list-style-type: none"> <li>-Unwilling to change for gym or participate in physical ed. class</li> <li>-Withdrawal, fantasy or infantile behavior</li> <li>-Bizarre, sophisticated, or unusual sexual behavior or knowledge</li> <li>-Poor peer relationships</li> <li>-Delinquency or runaway</li> <li>-Reports sexual assault by caretaker</li> </ul>
EMOTIONAL MALTREATMENT	<ul style="list-style-type: none"> <li>-Speech disorders</li> <li>-Lags in physical development</li> <li>-Failure to thrive</li> </ul>	<ul style="list-style-type: none"> <li>-Habit disorders (sucking, biting, rocking, etc.)</li> <li>-Conduct disorders (antisocial, destructive, etc.)</li> <li>-Neurotic traits (sleep disorders, inhibition of play)</li> <li>-Psychoneurotic Reactions (hysteria, obsession, compulsion, phobias)</li> <li>-Behavioral extremes: compliant, passive, aggressive, demanding</li> <li>-Overly adaptive behavior: inappropriately adult or infant</li> <li>-Developmental lags (mental, emotional)</li> <li>-Attempted suicide</li> </ul>

## MEDICATION

No medication will be administered to your child unless a "Medication Form" is completed. This form may be obtained from the Kid Care office. **Prescription medications will be the only medication given.** All medications must be in the original container and labeled with the child's name and date, directions for administering the medication, and name of the prescribing physician. Instructions about storage must be clear. Please bring your own dropper or dosage cup. **Medications will be kept at Kid Care during the entire school year and returned to parents the last day of school.** If your child is sick, they must remain home.

No medicine may be kept in your child's bag, lunch box, etc. All medicine must be turned in to the Kid Care office. You are responsible for bringing it to us and picking it up as necessary. **No medications are to be included in juice cups, bottles, etc.**

## ILLNESS

Our facility is designed for well children. Children should not be at school if they cannot participate comfortably in all Kid Care activities, including outdoor play. Children should not be at school if the child's illness results in a greater need for care than the caregivers can provide without compromising the health, safety, and supervision of other children in their care.

**Your child's health is important to us.** For the protection of your child, as well as others, **children must not be brought to Kid Care if they are ill.** Children should be kept home if any of the following symptoms/conditions exist or have existed in the past **24 hours**:

- Fever of 100 degrees or more
- Vomiting or diarrhea
- Any symptoms of usual childhood disease
- Common cold, with excessive cough or nasal discharge (yellow or green)
- Sore throat
- Croup
- Any unexplained rashes
- Any skin infections (boils, ringworm, impetigo, etc.)
- Suspected mononucleosis
- Pink eye or matted eyes
- Exposure to someone with COVID
- Any communicable disease
- Lice

If your child develops a fever or any other symptoms while at Kid Care, you will be notified to pick up your child immediately. We reserve the right to notify parents if their child displays symptoms other than those listed above (headache, earache, etc.) and does not feel well enough to participate in classroom activities. Children who are ill will be isolated and given appropriate care until a parent/guardian arrives. It is important that you pick up your child promptly. **A late fee will be assessed if the child is not picked up within an hour from notification of the onset of illness.** Please notify the Director if your child is ill with a communicable disease (i.e. chicken pox, lice, COVID, etc.). Kid Care reserves the right to request a written permission slip from the child's physician before your child can return to our program. Please let your judgment err on the side of caution, as we know you would like other parents to be as considerate of your child. We hope these precautions will help Kid Care have a healthy environment for all children.

Kid Care reserves the right to temp check adults and children at any time.

Once we are notified a child or Kid Care employee has tested positive for COVID-19, we will immediately: 1) report the information to our local health authority, 2) contact our Child Care Regulation Licensing Inspector, and 3) notify all Kid Care parents. Based on the individual

circumstances, local health authorities will advise Kid Care on operational procedures. Child or employee confidentiality will be a priority.

### EMERGENCY SITUATIONS

If a child at Kid Care has an emergency situation, a non-routine situation, or requires medical treatment by a health-care professional or hospitalization, we will notify the parent or guardian immediately, while ensuring the safety of the child. If the building is rendered unsafe due to severe weather or fire, we will ensure the safety of the children and notify parents as soon as possible. For children who receive head bumps (any bump above the shoulders), someone from our office staff will notify the parents with a phone call. When a child gets a minor cut, bruise, or bump teachers will notify parents using an **OUCH REPORT** at pick up. Parents will be asked to sign the Ouch Report.

### CHILDREN WITH SPECIAL NEEDS

If your child has been diagnosed with special needs, notify the Kid Care office. Once provided with the proper documentation, Kid Care staff will work alongside your healthcare provider/qualified professional who made the diagnosis to make accommodations as necessary. Kid Care staff will utilize any adaptive equipment deemed necessary by the professional. The equipment must be provided. With parental request and approval, Kid Care staff will ensure the child receives services needed while in our care. Teachers will integrate appropriate activities and adapt equipment as needed.

### FOOD ALLERGIES

In recent years, we have seen an increasing number of food allergies. If your child has a known food allergy that has been diagnosed by a health-care professional, you **must** have a food allergy emergency plan (FARE form)<sup>8</sup> in your child's file at the school. The food allergy emergency plan must be prepared by your child's health care provider and signed and dated by both the health care provider and the parent. The food allergy plan must include:

1. A list of each food the child is allergic to
2. Possible symptoms if exposed to a food on the list
3. The steps to take if the child has an allergic reaction
4. Photo of the child

### NUTRITION

**Parents must provide a nutritional snack** to be served at snack time. Please see Appendix 2 "Nutritious Food Recommendations" for suggestions. Also, **parents must provide a nutritional lunch and a drink** to be served at lunch time. Pack your child's snack and lunch in different containers and label them accordingly.

For special treats, only store-bought and prepackaged food is permitted. The items must be sealed in the original container. Treats may not have nonedible items on top (rings, magnets, etc.) Parents must notify teachers 24 hours in advance to give teachers time to post an allergy alert. A 24-hour notice is required for any "special" snack/lunch sent in from parents for students to share. This allows time for teachers to post an Allergy Alert outside the classroom door, which is a requirement of The Department of Health and Human Services. If a parent does not notify the teacher in time to post the 24 hour notice, the teacher may send the item home with the children at the end of the day or send the item back home with the parent who provided it.

According to state guidelines, a child's lunch should include something from each of the four basic food groups. All lunches must be ready to eat. **The only foods we will heat are bottles and baby food.** The Texas Department of Health and Human Services requires that water be offered during all snacks, meals and after physical activities. Therefore, every child needs to bring a spill proof water bottle labeled with their first and last name. **NO GLASS containers or glass water bottles.** Keep in mind preschoolers easily choke on peanuts, popcorn, uncut grapes, uncut hot dogs, pineapple

chunks, and hard candy. Please do not send soda or candy. Sugar and caffeine may cause undue hyperactivity before naptime. Teachers will not serve a child any foods that are identified on the child's food emergency plan. Kid Care is not responsible for the nutritional value of your child's lunch or for meeting your child's daily food need.

**We ask mothers to refrain from breastfeeding in the hallways, as well as the classrooms.** We are happy to provide a comfortable place for mothers to breastfeed their children. Room C115 is available at all times and equipped with rocking chairs for your comfort. Moms have the right to breastfeed or send breast milk for their child while attending Kid Care.

Parents of Infants and Toddlers who are not on table foods must complete an *"Infant Care Instruction Sheet"* (available from your child's teacher) each month as required by The Texas Department of Health and Human Services.

Before snack and lunch time, each class says a prayer. We strive to instill in children a love for God and a strong faith in his many blessings.

### **SAFE SLEEP FOR INFANTS (UNDER 12 MONTHS):**

Infants not yet able to turn over on their own must be placed in a face-up sleeping position. If infants arrive in restrictive devices (car seat, stroller, etc.), awake or asleep, they must be removed from the device and handed to staff by the parent. Children 12 months and under must nap in a crib. There may not be anything in the crib with the child. Babies may not have loveys or blankets. Babies may have a pacifier, but the pacifier may not have a string or lovey attached. Sleep sacks are forbidden.

### **NAPTIME**

All children in 2s and under classes are required to participate in naptime. Children are not required to fall asleep, but they are required to rest quietly while their classmates sleep. Be sure to provide a comfy nap mat and lovely for your child. We will work with your child to make every effort to help him/her become a successful napper. If your child has trouble napping at home, work with them in order to set them up for success. Practice using the nap mat at home. Talk to your child about lying quietly while others sleep. If your child is unable to remain quiet during nap time, you may be asked to pick him/her up before naptime. **If you plan to pick your child up early from school, notify teachers at drop off.** Notifying teachers in advance will allow them to have your child ready to go. For classrooms with napping children, we try our best not to disturb the room during naptime.

### **TOILET TRAINING**

A child learns to use the toilet when he or she exhibits physical and intellectual readiness. Parents and teachers will work together during this significant stage of development. Bring a supply of underwear, clearly labeled with your child's name, as well as multiple changes of clothing, socks, and shoes.

Parents will be required to bring Pull-Ups for classrooms not equipped with toilets. Children who are not fully potty trained are required to wear Pull-Ups while at school. Children will not be forced to use the toilet at any time.

Keep in mind, all PreK students (ages 3-5) must be potty trained. This means your child wears underwear, verbalizes the need to go in advance, pulls down/up their underwear/pants without assistance, and wipes independently. Please dress your child in clothes he/she can manage independently. An elastic waistband is one example. Snaps and buttons are often too difficult for children to manage alone. Classrooms for older children are not designed with changing tables and are not equipped for children who are not potty trained. Although we anticipate accidents, we expect children ages 3, 4, and 5 years of age to be potty trained.

If your child is enrolled in a 3-5 year old PreK program and is not potty trained when school starts,

we are happy to save your child a spot on the class roster until your child is fully potty trained. Tuition will still be due.

## **PERSONAL BELONGINGS**

Dress your child in comfortable clothes, remembering that children will experience messy activities at school. **Closed toed shoes are highly recommended for both outdoor playground and P.E. activities.** All children need to bring a complete change of clothing, including shirt, pants, socks, underclothes and shoes. Extra changes of clothing need to coincide with the season (i.e. shorts in warm weather, long pants in cool weather). Make sure these items are clearly labeled and brought each day. If a child soils their clothing, they will be changed, and the soiled clothing will be sent home for washing. We go outside during year round. Coats and mittens are a necessity during winter. Please dress your child in weather appropriate clothes.

Children in toddler and 2-year-old classes (excluding children in the Infant Program) need to bring a nap mat, blanket, or sleeping bag for rest time every day. **Bring nap mats in a plastic bag.** Younger children need to bring a diaper bag stocked with disposable diapers, wipes, an extra change of clothing, bibs, pacifiers (if needed), baby spoon, and bottles needed for the day. All bottles need to be brought ready for feeding. Per the Texas Department of Family and Protective Services, all bottles need to be labeled with the child's full name. If bottles are not labeled, staff will use a permanent marker to label it.

For children who wear diapers or Pull-Ups, a supply of at least 3-4 diapers should be provided for the daily needs of the child. Diapers should be individually labeled with the child's name. Diaper rash ointment and lotion must be provided, if necessary, and labeled with the child's name.

Do not allow your child to bring toys from home unless there is a special day planned and your child is asked to bring a specific item. Special toys may be lost or broken. It is easier for your child to take turns, which is the groundwork for learning to share, with the toys we provide. The activities planned by your child's teacher support the overall theme of the day.

## **EMERGENCY PREPAREDNESS PLAN**

Your child's safety is our main priority. Fire drills are performed monthly. Tornado/Shelter-in-Place drills and Lockdown drills are performed four times per year. Emergency information is posted at each phone and emergency maps are posted in each classroom.

In an emergency, the first responsibility of the Kid Care Staff is to move the children to a designated safe area or alternate shelter. During natural disasters such as severe weather or tornado, students will remain in the classroom. Those classes with windows in their rooms, will move into an interior room. In the event it is necessary to evacuate the building, all Kid Care Staff, volunteers and Cottonwood Creek Church Staff will exit the building and meet in the Southeast parking lot. In the event of an emergency requiring lock-down of the school, children will remain in their classrooms. Doors will remain locked and lights will be turned off. Teachers will provide calm, quiet activities for the children until the lock-down is lifted.

If the threat requires the children to be removed from the property, all Kid Care students, staff, volunteers and Cottonwood Creek Church staff will go to Lifetime Fitness located at 971 Hwy121, Allen, TX 75013 – 214-383-3500. Teachers will care for children in the childcare facility at Lifetime using supplies made available there.

All students, staff and volunteers will exit under the direction of the Kid Care Director and Assistant Director. All students will be accounted for by using the daily sign-in / sign-out sheets. Teachers, assistants and Kid Care support staff will escort children at all times. Children who are under 24 months of age will be transported in evacuation cribs. Emergency contact information and medical treatment authorization forms will be transported by the Kid Care Directors or Registrar. During an evacuation, parents will be notified via personal cell phones. Staff will verify identity of

those picking up children using our regular operating procedures (Procure table, picture ID, sign in/out sheets).

Communication with parents, licensing and authorities will be made by cell phones. Office staff and teachers will use personal cell phones to text and call parents. Kid Care staff will also update our Facebook page with information as appropriate.

### **GANG FREE ZONE**

Kid Care is a 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 include day care centers. The gang-free zone is within 1000 feet of your childcare center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code. Kid Care Staff and parents are not allowed to have any type of weapon on the premises.

### **PET FREE ZONE**

Kid Care is a pet-free zone. Except for service animals, no animals are allowed on the premises. Refrain from bringing all pets and animals into the facility.

### **WATER PROCEDURES**

At Kid Care, water play could include sprinkler play, sensory table, water bucket play, and/or small wading pools. Water will **always** be less than 2 feet deep. Staff ratios will be adjusted when there are any children younger than four years of age.

#### **Ratio for Splashing or Wading Pools (Two Feet Deep or Less)**

<b>If the age of the youngest child is...</b>	<b>Then you must have (#) of adults to supervise...</b>	<b>Every (#) children</b>
0 – 23 months	1	1
0 – 23 months	2	4
2 years	1	2
2 years	2	5
3 years	1	6
4 years	1	16
5 years	1	20

Wading pools will be drained and sanitized daily and will be stored out of reach of children in a manner that prevents any holding of water. No sprinkler play will take place on or near a hard, slippery surface such as concrete. Sprinkler equipment and hoses will be stored out of reach of children when not in use.

**Sunscreen** and **insect repellent** will not be applied by Kid Care staff. If a parent would like their child to have the protection of these products, apply them before sending your child to school.

### **OUTDOOR PLAYGROUND**

Keep in mind, we play on the outdoor playground regularly during both summer and winter months. Dress your child appropriately, ensuring that a light coat or jacket is available as the weather turns colder. **For the safety of the children, closed toed shoes are highly recommended for the outdoor playground areas.** Weather permitting, children are expected to go outside every day.

### **PHYSICAL ACTIVITY**

Kid Care Preschool strongly believes and supports the need for physical activity each day. When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the

risk for developing chronic disease risk factors, improves self-esteem and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Infants will be given opportunities for physical activity, including supervised tummy time.

Toddler and preschool children will participate in a minimum of 35 minutes of moderate to vigorous active play each day. Opportunities for active play may overlap with outdoor play when weather permits.

We will promote all children's active play every day. Children have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping to the extent of their abilities.

All children will participate each day in;

- Active play outdoors when weather permits
- Two or more structured or teacher-led activities or games that promote movement over the course of the day
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills

Physical activity may take place in the classroom, the gym, or on the playground when weather permits. When practicing in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom or gym during the scheduled outside time. Classroom teachers have activities planned in advance for "rainy days".

Kid Care defines weather permitting as temperatures ranging between 32 degrees F and 100 degrees F. As long as the wind chill index or outdoor temperature is 32 degrees F or above children will be allowed outside. When the heat index or outdoor temperature is 100 degrees F or below, children will be allowed to go outside. Kid Care has a misting station to help children stay cool during hot temperatures. Children will be allowed to take water bottles to help stay hydrated.

## **FUNDRAISERS**

Our program has several fundraisers yearly. These include the Book Fair, Individual and Group Photo Sales, Mom & Popcorn, and spirit night at local restaurants. Many parents have businesses and ask us to distribute flyers or other promotional materials. It is our policy that all "advertising" of those businesses be done through our Teacher Appreciation Committee by sponsoring a Teacher Snack Table or Lunch.

## **BIRTHDAYS & OTHER CELEBRATIONS**

Children love celebrating their birthdays. We want them to feel special at school, as well but please check with your child's teacher before planning a birthday celebration at school. Teachers celebrate birthday in a variety of ways, so just make sure to ask first.

If you are planning to bring a special snack for your child's birthday, inform the teacher a minimum of one school day prior so she can make arrangements for snack time. Teachers can also make you aware of any allergies of the students in her care. The "food" you send in for your child's birthday must be store bought and enclosed in the original container. Cupcakes/cookies may not have anything nonedible on top (ring, magnets, etc).

Birthday parties are fun unless you are the only child not invited. Invitations may be passed out at Kid Care **only if all** students in the class are invited. Otherwise, mail your invitations.

At times, we are asked to provide a class roster to parents to aid in the mailing of party invitations. These rosters show children's names and email addresses. If you do not wish this information to be disclosed, inform us in writing by August 31, 2023.

Kid Care will have class parties to observe Christmas, Valentine's, and Easter. Parents will be asked to sign up to bring party favors or snack items. Keep in mind that we are celebrating Jesus' birth at Christmas and His resurrection at Easter. Therefore, we ask no Santa or Easter Bunny party items be brought to school. If you choose to bring fall or Halloween treats for classmates, refrain from using ghost, goblins or other Halloween characters. Out of the respect for others, we ask parents to refrain from sending any items of a political nature.

### **PARENT INVOLVEMENT**

Involved parents help children see the importance of learning. All parents can help in some way. When volunteers are needed, our Special Events Coordinator will reach out to parents requesting volunteers. This is usually done through SignUp Genius. Periodic parent meetings will be held on an individual basis if needed. Parents are invited to give suggestions and feedback at any time.

We use Kid Care's Facebook page as our main way of updating parents on activities and events happening at Kid Care. Please follow us at Kid Care – Cottonwood Creek Church for the latest notifications.

Feel free to visit our center anytime during our hours of operation.

### **PARENT CONCERNS**

If at any time you feel the need to discuss any questions or concerns about our program, feel free to stop by the office or make an appointment with the Director. Parents may review a copy of the minimum standards, the most recent licensing inspection report, or contact the local state licensing authority, The Department of Health and Human Services, at 550 E. 15<sup>th</sup> Street, Suite 120, Plano, TX 75074 or by phone at (800) 862-5252. The Texas Dept. of Health and Human Services hosts a child abuse hotline at 1-800-252-5400. The most recent inspection reports are posted on our bulletin board.

Should a parent have a conflict with another parent, please bring it to the attention of the Director. She will be happy to handle the situation or mediate a meeting. Confronting another parent at Kid Care is not condoned.

### **STAFF DISCLAIMER**

Kid Care does not encourage families to hire our staff to provide childcare outside of Kid Care school hours. While we believe our staff is highly qualified and trained, any childcare services provided outside of Kid Care school hours are not the responsibility of Kid Care and are at the discretion of the parent and another individual. As a parent, you are making a childcare decision for your child based on your personal criteria without regard to any experience at Kid Care and agree that Kid Care does not hold any liability for childcare needs fulfilled by any of our staff, current or former.

### **MINISTRY**

If our Pastor and/or any other ministers of Cottonwood Creek can help you or your family, please call the church office at 972-359-7777. We are located at 1015 Sam Rayburn Tollway, Allen, TX 75013.

Senior Pastor - ext 1020  
Executive Pastor - ext 2020  
Married Adults - ext 3025  
Discipleship - ext 2424  
Singles Ministry - ext 3060  
Men's Ministry - ext 2424

Sports Ministry - ext 2525  
Women's Ministry - ext 3021  
Worship & Arts Ministry - ext 6020  
Youth Ministry - ext 4060  
Children's Ministry - ext 5020



**APPENDIX 1**  
**DISCIPLINE AND GUIDANCE POLICY**  
**FOR COTTONWOOD CREEK KID CARE**

Discipline must be:

1. Individualized and consistent for each child
2. Appropriate to the child's level of understanding
3. Directed toward teaching the child acceptable behavior and self-control

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

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

1. Corporal punishment or threats of corporal punishment
2. Punishment associated with food, naps, or toilet training
3. Pinching, shaking, or biting a child
4. Hitting a child with a hand or instrument
5. Putting anything in or on a child's mouth
6. Humiliating, ridiculing, rejecting, or yelling at a child
7. Subjecting a child to harsh, abusive, or profane language
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed
9. Requiring a child to remain silent or inactive for inappropriately long periods of time

## **APPENDIX 2**

### **NUTRITIOUS FOOD RECOMMENDATIONS**

#### **BEVERAGES:**

- Bottled Water
- 100% Fruit Juice
- Milk (non-fat, low-fat, or plain)

#### **SNACKS:**

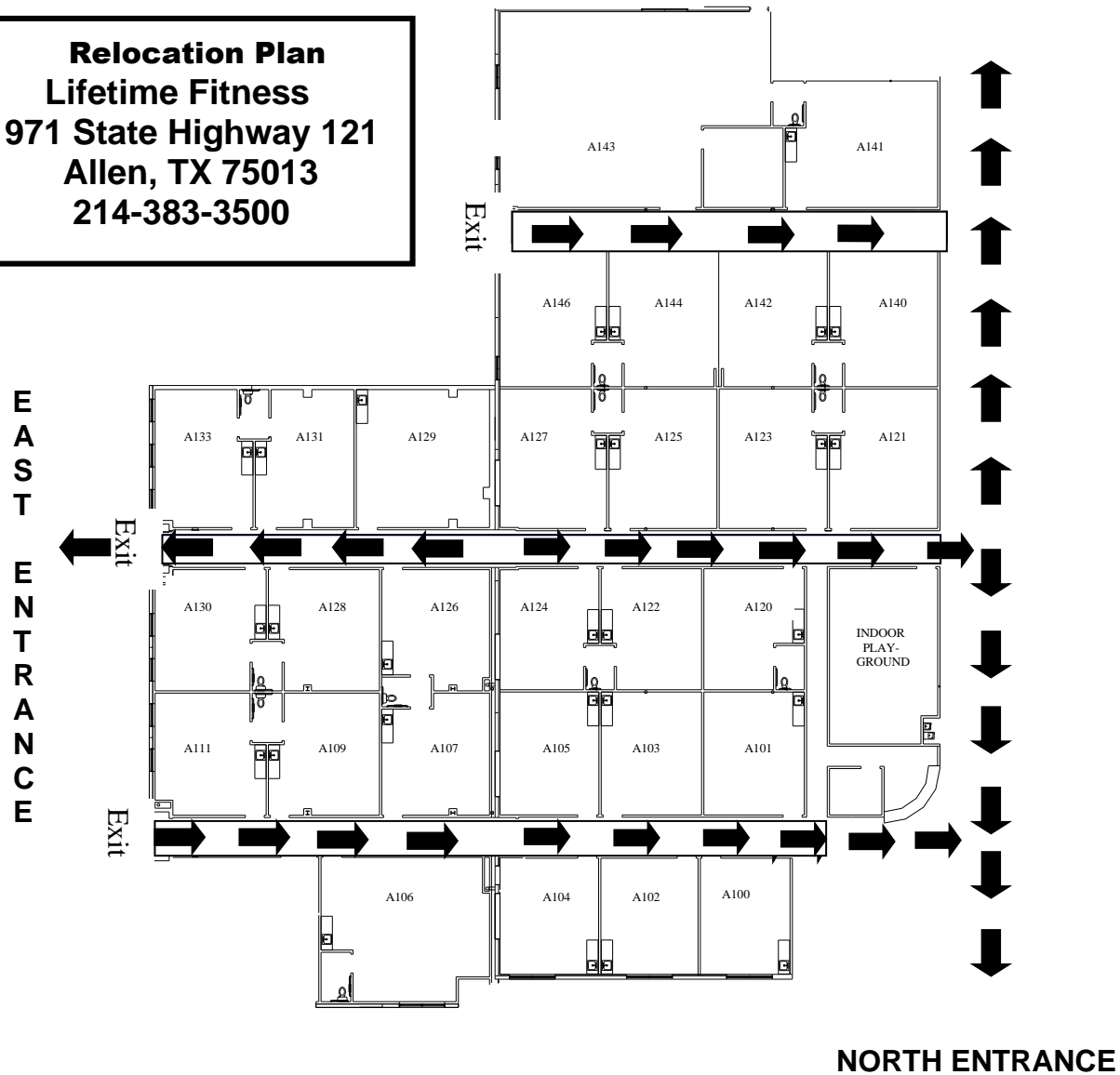
- Cheese Sticks
- Pretzels
- Carrots
- Celery
- Cucumber Slices
- Grapes (cut up)
- Oranges
- Strawberries
- Apple Slices
- Animal Crackers
- Graham Crackers
- Wheat Crackers
- Goldfish
- Chex Mix
- Popcorn, 94% fat free
- Applesauce
- Trail Mix
- Granola Bars
- Bananas

#### **LUNCH:**

- Cheese Sticks and Deli Meat
- Turkey and Cheese Wrap
- Pasta with Chicken and Veggies
- Bagel with Cream Cheese
- Peanut Butter and Crackers
- Boiled Eggs
- Pepperoni, Cheese, and Crackers
- Greek Yogurt with Granola and Berries
- Grilled Chicken Strips
- Cheese and Ham Quesadillas
- Pita Bread and Hummus

## SOUTH ENTRANCE

**Relocation Plan**  
**Lifetime Fitness**  
**971 State Highway 121**  
**Allen, TX 75013**  
**214-383-3500**



## EVACUATION PLAN