



KIDZ LEARNING
KAMPUS
Parents Handbook

All information in this Parents Handbook is current as of November 2023. Kidz Learning Kampus reserves the right to change and/or update the content of this Parent Handbook. Should our policies and/or procedures changed, we will provide timely written notice to the parents and guardians on our file.

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Table of Contents

1. Introduction	4
1.1. Our Philosophy	4
1.2. Our Mission.....	4
2. General Information	4
2.1. Hours of Operation	4
2.2. Holidays / Weather Closings	4
2.3. Parent Key Notes.....	5
2.4. Classroom Placement.....	5
2.5. Party Days	5
2.6. Communication.....	5
2.7. Open Door Policy	6
3. Enrollment Process	6
3.1. Orientation Tour	6
3.2. Registration Process.....	6
3.3. Attendance.....	6
4. Tuition Fee Policies	7
4.1. General.....	7
4.2. Late Payment Fee.....	7
4.3. Late Pick-Up Fee.....	7
4.4. Vacation / Illness Fee	7
4.5. NCI (Government Tuition Assistance).....	7
4.6. Withdrawal Information	7
4.7. Transportation Fee.....	8
4.8. Multi-Child Discount	8
4.9. Drop-In Policy and Holiday fee Policy.....	8
4.10. Camera Access	8
5. Safety Policies	8
5.1. Security	8
5.2. Arrival to the Center	8

5.3.	Sign In / Out Procedures	8
5.4.	Release of Children.....	8
5.5.	Safety First	9
5.6.	Accidents/Injuries/Medical Emergencies	9
6.	Heath Matters.....	9
6.1.	Medical Records.....	9
6.2.	Administering Medication	9
6.3.	Illness	10
6.5.	Food and Nutrition.....	10
7.	General Policies.....	11
7.1.	Discipline and Positive Guidance	11
7.2.	Biting	11
7.3.	Potty Training.....	12
7.4.	Field Trip and Transportation.....	12
7.5.	Gang-Free Zone.....	12
7.6.	Hiring Staff to Baby-Sit.....	12
7.7.	Preventing & Responding to Abuse and Neglect of Children.....	12
8.0	Learning Program.....	12
8.1.	Curriculum.....	12
8.2.	School-Age Program.....	13
8.3.	Hearing and Vision Testing.....	13
8.4.	Directors personal contact details.....	13

1. Introduction

1.1. Our Philosophy

Welcome to the Kidz Learning Kampus center. At Kidz Learning Kampus, we understand that the early years of a child's life are a precious time of rapid growth and exploration. That's why we are dedicated to providing a safe, nurturing, and stimulating space where every child can flourish and grow. With 23 years of experience in early child day care we love what we do. We offer a quality program for children at ages of 6-week to 12- year old. In addition we offer Before- and After-School Care transportation for area public school students, as well as a Summer Camp program for children of Pre-K – 12-year group. Kidz Learning Kampus is a warm, community oriented learning environment with curriculum geared towards the growth of a “whole child”. Music, movement, literacy and visual arts are the active parts of every child’s day Kidz Learning Kampus is licensed by the Texas Department of Family and Protective Services (DFPS), and thus is required to follow the minimum standards set forth by the state of Texas and is subject to their regular inspection. Our center exceeds those requirements in many areas such as child/staff ratios, teacher qualifications, curriculum and health and safety standards. The current inspection reports are posted in the office area for anyone to view. A copy of Texas Minimum Standards for Child- Care Centers is always available for anyone to view, or it can be found online at the DFPS website at: http://www.dfps.state.tx.us/documents/Child_Care/Child_Care_Standards_and_Regulations/746_Centers.pdf. If you wish to contact the DFPS licensing office you may do so by phone 713-940-3009 or by mail to PO Box 16017, Houston, TX 77222-6017. The area DFPS office is located at 2221 West Loop South in Houston. The Child Abuse hotline is 800-252-5400.

1.2. Mission

Imagine walking into a learning facility that stimulates both adults and children. At Kidz Learning Kampus, that is exactly what you will find. We believe that the artistic, cultural and social development of each child is integral to education. We are dedicated to providing a foundation that encourages each child’s lifelong love of learning and developing. At Kidz Learning Kampus, we bring the outside world into the children’s lives at school. We believe our program provides a rich environment that promotes children’s active exploration in all areas of development: physical, emotional, linguistic, aesthetic and cognitive.

2. General Information

2.1. Hours of Operation

- ☐ Monday thru Friday
- ☐ 6:00 a.m. to 6:30 p.m.

We do ask that all children arrive at the center no later than 10:00 a.m.

2.2. Holidays / Weather Closings

- Kidz Learning Kampus observe the following holidays:

New Year Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Good Friday	Christmas Eve
Independence Day	Christmas Day
Labor Day	

**If the holidays fall on the weekend, the Friday before or Monday after will be taken as the in-lieu holiday.*

- Inclement Weather/School Closures

If it becomes necessary for Kidz Learning Kampus to be closed on short notice due to natural disasters (i.e. hurricane), the school will respect the judgment of the local Pasadena School system. Therefore, if Public school announces school closure Kidz Learning Kampus will also close. Please watch the local news for any school closures. You may also follow us on Face book and Instagram for any important information.

2.3. Parent Key Notes

📌 **Clothing**

Please send your child to the Kidz Learning Kampus in “play clothes”. This should consist of simple, washable clothing and comfortable shoes.

The days at our center can sometimes be messy so please bring a change of clothing for your child. Please mark all of your child’s belongings with his/her first name and last initial. Kidz Learning Kampus is not responsible for lost or damaged clothes or articles of your child. Please do not send precious or expensive items with your child to the center.

📌 **Naptime**

All children (Infants – 5 years) will lay down for a nap. The nap time is from 12:00pm to 2:30pm. Kidz Learning Kampus provides each child with a play pan or cot. Children are not forced to sleep but are encouraged to rest during their naptime. Please do not drop your child off during naptime.

📌 **Personal Belongings**

Because toys and personal belongings brought from home to our center often causes unexpected confusion, we ask that parents do not allow your child to bring his/her personal belongings from home to the Kidz Kampus learning center unless specifically requested by the teacher for a special activity. However, we may allow your child to bring a soft toy or special blanket to be kept in his/her cubby for nap time. Please make sure those items are labeled properly with your child’s name.

📌 **Jewelry**

Because jewelry may be easily damaged and sometimes hazardous during children active playing time, we encourage parents to have their children leave all jewelry at home. Kidz Learning Kampus is not responsible for lost or damaged jewelry that your child is wearing or brings from home.

2.4. Classroom Placement

Age, as well as social and emotional development of the children, is our placement criteria for each classroom. Movement between the classrooms will be based on the appropriateness of the move for your child and the needs of the center to accommodate enrollment. You will be notified in advance of the intended move. A transition period is given to allow the child time to adjust to the new setting and teachers.

2.5. Party Days

Parents are permitted to have birthday parties during the afternoon snack time, which is between 2:30pm and 3:30pm. Store bought cookies and juice work well for Infants and Toddlers. Store bought cupcakes and juice are good for Pre K and above. Regretfully, no lighted candles are allowed. Please do not bring any red juice, punch or soda to the party.

2.6. Communication

At Kidz Learning Kampus, we believe that keeping the lines of communication openly between home and school is very important. Teachers and Parents work together in a partnership for the best development of the child. We strongly encourage parent's participation at all activities at the Kidz Learning Kampus. Our primary methods of Communications are: verbal (phone calls or in person), newsletters, daily communication forms, notes, parent/teacher conferences, emails, or thru the website.

2.7. Open Door Policy

At Kidz Learning Kampus, parents are welcome to visit the center at any time; however, we request that the parents be mindful of our activities in progress, as not to disrupt them.

3. Enrollment Process

3.1. Orientation Tour

We encourage potential parents to tour our Kidz Learning Kampus with their child prior to enrolling. This visit gives you and your child a chance to meet with the center Director, teachers and future friends. At enrollment, parents will receive a complete packet of information and forms to fill out.

3.2. Registration Process and Fee

At the time of enrollment, a non-refundable registration fee of \$50.00 per family per single child and \$75 for multiple children is charged, and the interested parents/guardians will be given an Enrollment packet. Below is a list of all forms in the Enrollment packet that required to be filled out for enrollment:

1. Admission Information form
2. Child Assessment form
3. Discipline and Guidance Policy
4. Child Information Card
5. Permission to Photograph
6. Physician's form
7. Shot record
8. Acknowledgement and Receipt of the Parents Handbook
9. Transportation Permission slips (school agers only)
10. Feeding Instruction sheet (infants only)
11. Custody Issues

The parent that has engaged Kidz Learning Kampus as his/her childcare provider will have continuing responsibility to inform us of:

1. The legal status of parties involved in the custody of the enrolled child
2. Any subsequent change in custody status

The enrolling parent or legal guardian will be asked to supply Kidz Learning Kampus with a copy of any court documents that prohibit one parent from having the authority to contact or any other information concerning their child/children.

3.3. Attendance

If your child is going to be absent or late, please inform the center Director. If your child is ill, inform us of the nature of the illness, particularly if it is contagious. Kidz Learning Kampus is required by law to inform other

Parents of any contagious sickness that passes through the center. Attendance count is used for lunch preparation and supply of adequate staff. Children are not permitted after 8:30 am unless arrangements were made in advance with the center Director.

4. Tuition Fee Policies

4.1. General

Tuition is due on every Monday by 6:30 pm. whether your child is present or absent.

***Payment methods money order, OR DEBIT / CREDIT CARD with a 3% credit card fee , CASH.**

All rates are based on a 5-day per week calendar. There is NO reduction of tuition for days absent, holidays or days when the center is closed due to severe weather or other unexpected closers. \$40 fee for any returned checks.

4.2. Late Payment Fee

After 12:30 pm on Tuesday, a late payment fee off \$25 will be added. If unpaid by the following Monday you will not be allowed to bring in your child until your past due amount and current week payment is up to date.

4.3. Late Pick-Up Fee

Kidz Learning Kampus closes promptly at 6:30 pm. It is very important that you pick up your child by the closing time; otherwise a late fee of \$1 per minute will be charged and payable at the time you pick your child up. There will be No exceptions and No excuses to paying late fee.

Any child who remains at the Center 1 hour after the closing time (7:30pm), and the Kidz Learning Kampus staff is not able to contact you, the situation may be reported to the Child Protective Services.

4.4. Vacation / Illness Fee

In order to maintain the highest quality of education and care for all children, we ask that tuition fee to be paid in full each week. If a child is absent from the center for a day or more in the entire week, full tuition is due and will be charged for that week. A doctor's note is required. A note must state that the child was too ill to attend the Kidz Learning Kampus. If on vacation half tuition is due in advance or we cannot guaranty a space for your child on returning back.

4.5. NCI (Government Tuition Assistance)

Please note that NCI program does not pay for registration, field trips, school supplies, etc. The NCI program provides eligible parents with only the tuition assistance for their child to attend the Kidz Learning Kampus. Parents are responsible for any additional fees that may incur. Parent Fees are due by the end of the month or a late charge will be added.

4.6. Withdrawal Information

A 2-week written notice is required when your child is to be withdrawn from the Kidz Learning Kampus. Failure to give this 2-week notice will result in regular charges being assessed during that 2-week period.

4.7. Transportation Fee

Please notify the Kidz Learning Kampus by 10:00 am of the same day if you do not need your child to be picked up from his/her school that day. If our staff makes a trip to your child's school and he/she is not there, an additional \$10 charge will be added to your account.

4.8. Multi-Child Discount

When siblings attend the Kidz Learning Kampus at the same time, a **10% discount will be taken off the oldest child's tuition fee.**

4.9. Drop-In and Holiday fee Structure Policy

Kidz Learning Kampus does not offer drop in care. 2 days or more is considered a full week. Holidays are considered attendance and will be counted in the 2 days.

4.10. Camera Access Policy:

Please read and sign the "Parent Camera Access Policy" document attached to this document.

5. Safety Policies

5.1. Security

It is our job to provide a healthy and safe environment for the children enrolled at Kidz Learning Kampus. A security lock is installed on the front door, which requires personnel to open the door. The front door will remain locked at all times.

5.2. Arrival to the Center

Upon arrival to the Kidz Learning Kampus, the Director or Director's delegates will take your child to the back of his/her classroom. Children that arrive early will be grouped in the multipurpose room until teachers arrive to take them to their assigned classrooms.

Parents are always welcome to escort their child to the classroom, if preferred. This procedure is proposed to eliminate long, tearful good-byes and so the parents can have as smooth a drop-off process as possible.

Our responsibility begins when you place your child in the care of a staff member and ends when you take him/her from the care of the staff member.

5.3. Sign In / Out Procedures

Parents are required to sign in and out using the Sandbox installed computer in the waiting area. Each family will have a password. The computer can also give account balances, and deliver messages to parents.

5.4. Release of Children

Children will only be released to a parent or someone who has been authorized on the Admission Information form. If someone other than an authorized person will be picking the child up from the Kidz Learning Kampus, please notify the Director in advance. We will ask for proper identification (Driver License or ID) from anyone picking the Child up for the first time, and this will be copied and put in the child's file. They will also need to sign your child out at the computer.

5.5. Safety First

Kidz Learning Kampus strives to maintain high safety standards. Our staff conducts monthly fire drills with the children as well as Severe Weather Drills and Stranger Danger every 4 months. In the event of an emergency evacuation of the building, all staff and children will follow the evacuation plan posted in each classroom. If immediate re-entry to the building is not possible, all children will be relocated to "To the Nearest Church" and parents will be properly contacted.

5.6. Accidents/Injuries/Medical Emergencies

Minor injuries, such as scrapes or small bruises, will be treated at the center and parents will be notified at the time of pick-up. If a child is injured and does not require immediate medical attention, Kidz Learning Kampus staff will administer first aid as appropriate and will contact the parents.

If a child is injured and does require emergency medical attention, staff will call for paramedics and administer first aid as appropriate until they arrive. Parents will be notified immediately of the nature of the injury and the actions taken by Kidz Learning Kampus staff. If for some reason we are unable to reach a parent, we will call the person listed as the Emergency contact on the child's Admission Information form. **It is imperative that emergency information is kept current at all times.**

For all injuries and accidents, an Accident Report will be filled out and signed by the parent. A copy will be given to the parent and one put in the child's file. Each staff working directly with children is required to be certified with Infant and Adult CPR and First Aid.

6. Health Matters

6.1. Medical Records

For the safety of all children and in accordance to the required Minimum Standards, an immunization record and physician's form must be provided by parents upon enrollment for their children. The only exception would be for any child attending public school or a Pre-K program. For more information on immunization requirements, visit the Texas Department of State Health Services Internet website at www.dshs.state.tx.us/immunize. Immunization records are to be kept up to date at all times.

6.2. Administering Medication

Parents are required to sign the medicine logbook on any day that the medicine is needed for a child and leave the medicine with the staff. Hours for medication are at 9am, 12 pm and 3 pm ONLY! Prescribed medicine must be in the original container, clearly labeled with the child's name, dosage and the date of prescription.

Non- prescription medicine will not be given to any child.

Kidz Learning Kampus will not administer medication that is expired.

6.3. Illness

If your child becomes ill while attending the Kidz Learning Kampus, we will call you. Any child experiencing the following symptoms will be sent home:

- Fever of 100.4 degrees or higher
- Vomiting
- Diarrhea three times in the course of two hours
- Has yellow or green discharge from nose, ears or eyes
- Shows signs of unusual fatigue, irritability, fussiness, lethargy or listlessness
- Rashes, skin conditions such as poison oak, impetigo or cold sores
- Chicken pox
- Lice

If your child is sent home with a fever, he/she must be free from fever for 24 hours or bring in a physician's release statement before returning to the center.

In accordance with the Minimum Standards for Child Care Centers, a child should not be in care if he/she cannot comfortably participate in center activities, including outdoor play. Kidz Learning Kampus requests that parents appreciate their obligation to their child's health, as well as the health of all other children enrolled at the Early Learning Center.

So we can keep track and control the spread of infections, please notify the center if your child becomes infected with a contagious disease or infection of any type. To ensure the most sanitary conditions, we log each occurrence and take necessary measures to protect the other children.

Please be advised that a doctor's release stating the type of illness and that your child is no longer contagious may be required upon returning to the Center.

6.4. Food and Nutrition

Kidz Learning Kampus participates and is supported by the Federal Food Program. We provide a breakfast, lunch, pm snack and dinner. Breakfast is served from 7:00am to 8:30am. Lunch is served at 11:30am. The PM Snack is served at 2:30 pm. Dinner is served at 5:00 pm. A copy of the menu will be posted in each classroom. Please let us know if there is any specific food served at the Kidz Learning Kampus that your child cannot eat. We also offer early supper program. To join our program, please contact the center director for further details.

Children are not permitted to enter the classroom with outside food. Early Learning Center serves a healthy and nutritious breakfast, lunch, pm snack, and dinner. Children do not understand why one child is eating donut and they are not. Moms have the right to breast feed their child here at the center or they can provide breast milk for their child while in care. Moms are more than welcome to use the rocking chair in the infant room to breast feed.

7. General Policies

7.1. Discipline and Positive Guidance

We will use positive methods of discipline that encourages self-control, self-direction, positive self-esteem and cooperation of the child. Our teachers will be trained to provide a fair and consistent environment, for we feel that when consistent and age-appropriate limits are in place, kids will become responsible for themselves.

At Kidz Learning Kampus, the discipline must be:

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

At Kidz Learning Kampus, we take a positive approach. We will do in the classroom, including the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirecting behavior using positive statements; and
- 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.

At Kidz Learning Kampus, there is no harsh, cruel or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps or toilet training
- Pinching, shaking or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth

- Humiliating, ridiculing, rejecting or yelling at a child
- Subjecting a child to harsh, abusive or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

No child may be physically restrained in any way unless required to protect the immediate safety of the child and/or others. If this does not effectively help the child to regain control, we will ask for parent involvement. Disrespect demonstrated towards teachers, other children or materials will not be tolerated. In such cases, parents will be formally notified. Children who continue disrespectful behavior will be asked to leave the center.

7.2. Biting

Biting usually occurs as a result of a child's inability to communicate or the result of sore, irritated gums due to teething. Every effort will be taken by Kidz Learning Kampus staff to minimize the number of biting occurrences. When a child is bit or has bitten, the following procedures will take place:

- The child who bit will be removed from the situation
- The bitten child will be comforted
- The bitten areas will be cleaned and an ice pack applied
- An accident report will be filled out
- The parents of the bitten child will be notified
- The biting child's parent will be notified
- The classroom will be assessed
- The identity of the biting child will be kept confidential

Note: Biting is a developmental stage that usually occurs in infants and toddlers. Children with multiple biting episodes will have an action plan discussed with parents and completed before a child is dismissed from enrollment.

7.3. Potty Training

When your child is ready to learn how to use the potty, close and frequent communication between parent and teacher is necessary. Potty training should be a positive experience with lots of encouragement for doing well. Learning to use the potty requires consistency and patience and can only be effective when the child is ready and with parent participation. Potty training at Kidz Learning Kampus typically begins in the two-year old class.

7.4. Field Trip and Transportation

Transportation will be provided to and from elementary schools. Permission to transport a child must be given in writing by parent; this can be done on the Permission to Transport form or the Field Trip Permission form. Only children with signed permission slips will be allowed to go. Children and staff must follow all safety rules and procedures as well as State Licensing requirements. All van drivers are certified by Kidz Learning Kampus and have received transportation training.

7.5. Gang-Free Zone

Kidz Learning Kampus is in a gang-free zone. This means that certain gang-related criminal activity or engaging in organized criminal activity within 1,000 feet of the center is a violation of this law and therefore subject to increased penalty under state law.

7.6. Hiring Staff to Baby-Sit

Parents frequently ask teachers to baby-sit after hours. Kidz Learning Kampus will not take any responsibility for any baby-sitting services that staffs may provide to parent outside of the Kidz Learning Kampus facility.

7.7. Preventing & Responding to Abuse and Neglect of Children

All staffs of the Kidz Learning Kampus are required to take an hour annual training on child abuse and neglect, how and when to report the child abuse and neglect.

The Kidz Learning Kampus is required by law to report any apparent incidence of an abuse or neglect defined as “non-accidental infliction or threat of infliction of physical, emotional, or mental harm to a child.” All such reports must contain the name and address of the child, the name and address of the person responsible for the care of the child, and any other pertinent information.

Community and organizations for any abuse or neglect, homeless shelters or receive any food or medical assistance can use the dial 2-1-1 for information.

8. Learning Program

8.1. Curriculum

Custom STEM Curriculum will be used for ages 6 months – 48 months. This Curriculum provides strategies for children with various developmental needs, experiences, and culture.

8.2. School-Age Program

The after school program is based on where staff and teacher will help children with homework. When children arrive from school, they follow this schedule:

- Snack
- Homework
- Free play / Outside time

8.3. Hearing and Vision Testing

A testing will be provided with parent approval.

8.4. Director Personal Contact Detail”

Dana Evans the current Director of Kidz Learning Kampus can be reached at either 832-672-8706 or by email- kidzlearningkampus@gmail.com

FOOTNOTE:

KIDZ LEARNING KAMPUS DOES NOT DISCRIMINATE AGAINST RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, DISABILITY, RELIGION OR POLITICAL BELIEFS. ANYONE WHO BELIEVES THEY HAVE BEEN DISCRIMINATED AGAINST SHOULD WRITE IMMEDIATELY TO: CENTER DIRECTOR, CIVIL RIGHTS DIVISION, MC W-206, OR TEXAS DEPARTMENT OF HUMAN SERVICES P.O. BOX 149030, AUSTIN, TEXAS 78714-9030.