



Providing Quality, Educational Care for Infants Through age 12

LOCATIONS

1751 FM 2931
Providence Village, TX 76227
(940) 440-0040

631 Magnolia Blvd.
Savannah, TX 76227
(972) 346-2100

HOURS OF OPERATION

6:30 AM– 6:30 PM
Monday—Friday

www.thekidscorral.com

PROGRAMS AND PRICING

We offer programs for children of ages six weeks to twelve years.

For enrollment, the following must be completed:

1. Admission Form (Completed initially and updated annually)
2. Signed physicians statement
3. Current immunization records
4. Hearing/Vision Screening (For children 4 years and older)
5. Policy Handbook Acknowledgement

HOURS OF OPERATION

Monday – Friday 6:30 A.M. - 6:30 P.M. (See website or ask office personnel for holiday closures)

TUITION

Infants (6 weeks to 12 months) \$200 Wk.

Young Toddlers (12 to 24 months) \$190 Wk.

2 Year Old Preschool \$170Wk.

3 Year Old Preschool:

Full Time: 6:30 A.M. – 6:30 P.M. \$150 Wk.

*Part Time: 9:00 A.M. – 2:00 P.M. \$70 Wk.

4 Year Old Preschool:

Full Time: 6:30 A.M. – 6:30 P.M. \$150 Wk.

*Part Time: 9:00 A.M. – 2:00 P.M. \$70 Wk.

School-Aged:

Sunrise Only (Before school with transportation) \$35 Wk.

Sunset Only (After school with transportation) \$65 Wk.

Sunrise & Sunset \$95 Wk.

In-Service Days \$10 Day

Summer Care \$130 Wk.

Early-Release Days \$7 Day

Drop In Rates (When space is available, payment must be made in advance)

Infants: 6 wks. to 12 mos. \$47 Day

Toddlers: 12 to 24 mos. \$45 Day

2 Year Old: \$41 Day

3 Year Old: \$37 Day

4 Year Old: \$37 Day

School Aged: \$33 Day

Tuition is due in advance on a weekly basis. If you prefer, you may pre-pay for more than one week in advance. We also accept automatic drafts and credit cards. There will be a \$25 late fee if payment is not received by Monday at 6:30 PM and \$5 per day thereafter. If payment is not received by Wednesday, you must speak with the Director before being allowed to sign your child in for the day. If the account is not paid in full by the end of the day on Wednesday, your child(ren) may not return to the center until the balance is paid in full. You may request a receipt with each payment; otherwise a yearly statement will be provided to you for tax purposes.

ADDITIONAL FEES

Registration:

\$80 for the first child and \$60 for each additional child - Non-Refundable, One-time only

Supply Fee:

\$60 due twice per year, February 1st and August 1st. This fee will cover all the supplies your child will need throughout the year. There may be times that we ask you to bring in additional items such as newspapers, magazines or recycled products to use in some of our educational activities and projects.

Returned Check Fees and Declined Credit or Debit Cards:

We will charge a \$30.00 fee for any returned check, in addition to any late payment fees. These fees will be automatically charged to your account. After two returned checks, we will accept only cash, money order or credit card for six months. Returned checks that are not paid will be sent to the Denton County District Attorney for prosecution, and turned over to any commercial NSF reporting service deemed necessary.

Late Pickup Policy and Fees:

The Kid's Corral acknowledges that parents are not always able to control the circumstances that occur in route to pick up their children. We ask that if you are not going to arrive by 6:30 P.M., (2:00 PM for the part-time program) that you call us by 6:00 P.M (1:30 PM for part-time program). Children are very sensitive to routine and know when you normally arrive. We can prepare them for your late arrival and alleviate anxiety when you call to notify us. If you have called by 6:00 P.M., there will be a charge of \$10.00 for the first 5 minutes and \$1.00 per minute after 6:35 P.M., payable upon pickup. If there is no phone call, there will be a charge of \$25.00 for the first 5 minutes and \$1 per minute after 6:35 P.M., payable upon pickup. In addition, if we have not heard from you by 6:30 P.M., we will begin calling your contact numbers and your emergency contact numbers. If we are not successful in reaching you or an emergency contact to pick your child up, we will contact the Denton County Sheriff's Department and Child Protective Services to secure emergency care for your child. These fees are per child. If there is any question as to whether you will arrive on time or not, call ahead by 6:00 P.M., just to be safe. This policy is for emergencies and exceptions only. Excessive late pickup is subject for removal from enrollment.

ABSENTEEISM

Daily lessons are very important in the shaping of your child's academic life. Regular attendance is encouraged to promote good learning habits. If your child will be absent, please contact the front office. Please note that a full week's tuition is due, whether or not your child is in attendance. If your child is absent for any reason, illness, vacation etc., tuition is still due. After one full year of full-time enrollment, each child is eligible for one week of vacation without paying tuition per year.

ANIMALS

Due to the State of Texas Regulations for daycares regarding animals, children may not be allowed to play with, or have contact with chickens, ducks and reptiles such as snakes, turtles, lizards, iguanas and amphibians, such as frogs and toads. Children are also not allowed to be around animals unfamiliar to the teachers including exotic animals such as lions, monkeys and tigers. Please do not bring animals from home to the classroom, this includes puppies, pet gerbils, hamsters and rats. For the safety and sanitation of all children, The Kid's Corral has no animals policy.

ARRIVALS AND DEPARTURES

The Kid's Corral has a secure, electronic entry code for parents to obtain entrance into the facility. This allows parents only access during regular business hours, but prevents outsiders from entering the building without the Director's knowledge. Parents are required to sign their child in and out daily in the child's classroom. Drop-in's are required to sign in at the office and in the classroom. Instructors are not allowed to sign children in or out. Until your child is signed in by a parent, or a person that is allowed to do so, they are not considered part of the program, and The Kid's Corral is not liable for their being. If someone other than the child's parent or guardian picks up a child, they will be escorted to the child's classroom by office personnel.

BITING POLICY

Biting is common in a childcare environment. Reasons for biting include teething, sensory exploration, autonomy and control, peer interaction, imitation, frustration, anxiety, and curiosity. It occurs most frequently when a child is tired, frustrated or over-stimulated.

What do we do when biting occurs?

- Attend to the recipient first. Complete an incident report for every incident. Report to the director and to the child's parents as quickly as possible. Wash bite mark with soap and water, apply ice, comfort child.
- The biting child will assist with applying ice to the injured child and then be redirected to appropriate activities. The teacher will visit with the child who bit regarding the seriousness of biting. Parents of the children involved will be notified. However, neither the parents of the bitten child nor the parents of the biting child will be given the name of the other child involved in the incident.
- When a child has bitten several times in a short period of time, an intervention plan will be developed by the teacher(s), the director, and the child's parents. Some examples of interventions could include offering the child a teething toy, washcloth, or other item to chew on. We will allow the child to carry items from home with them that parent's feel might assist in prevention of biting.

The intervention plan will require input and ideas from all involved. It will include actions to be taken by the director, teacher and the parents. The plan is a team effort to protect all of the children in our care. If a child continues to bite with little or no sign of improvement, The Kid's Corral reserves the right to suspend the child from the center. The child will be suspended if it is determined that the safety of other children is being compromised. The Director reserves the right to suspend or permanently dismiss a child.

CLASS PARTIES

We enjoy celebrating with the children! We encourage parents to sign up for class holiday parties with their child's teacher. Parents may bring store bought birthday cakes or food items that *do not contain any nut products* for our celebrations. Small goodie bags may also be distributed to the class as long as they do not contain homemade food items. Goodie bags will be handed out at the end of the day and taken home. Toys must be age appropriate and not a choking hazard. NO BALLOONS are allowed for the safety of all children.

CONFERENCES

Conferences will be held on an as needed basis. You may schedule a conference with your child's teacher or the Director at anytime you feel you would like to discuss your child's progress. Teachers will update parents informally during drop-off and pick-up times.

CURRICULUM

The Kid's Corral offers the nationally-approved and renowned curriculum, Pinnacle. Marketed by the Child Care Institute, www.cceionline.com, the curriculum is based on the works of Piaget, Gardner, and Erikson. It includes hands-on, center-based activities that promote the development of emerging skills. Written by early childhood experts with years of child care experience, Pinnacle Curriculum provides a research-based educational foundation for infants through elementary school aged children. It offers activities for both group time and the learning areas, offering teachers an abundance of ideas to enrich the learning centers in their classroom. The activities meet learning objectives that help children move toward their potential as they explore the materials and activities at The Kid's Corral.

CUSTODY OF CHILDREN

From time to time, The Kid's Corral may be placed in a difficult situation regarding custody disputes. Without a court order, The Kid's Corral cannot deny a parent access to his or her child. If a custody document is present, The Kid's Corral will notify the guardian parent of any attempted contact made by the unauthorized parent. The Kid's Corral will also notify authorities, no exceptions. Staff members will be instructed not to put themselves or the other children in jeopardy to mediate a family dispute or attempt to enforce a court order. Non-custodial parents cannot act as a parent volunteer for center events without written permission from the custodial parent.

DISCIPLINE

Prevention of problems is the key to a happy program for both the child and the teachers. The below discipline policy will be observed with the following procedures in place.

If children in the after-school program choose not to follow the rules, the following consequences will be administered:

1st Incident – Tell the child one-on-one what they did wrong and why it was wrong.

2nd Incident – Restate what the child did wrong, why it was wrong, and what actions will be taken if the behavior continues.

3rd Incident - "Time out", child is taken out of activity. Time out will not be for more than the age of the child.

4th Incident - Teacher will remove the child from the activity and an Incident report will be written. The parents will be notified at pick up.

5th Incident - The Director will be notified and she will take the child aside and try to redirect their "energy". An Incident report will be written and the parents will be notified at pick up that the next discipline report will result in a 3 day suspension.

6th Incident - For repeated offenses, the child is usually sent home and suspended for 3 days. In order to return to the after-school program, a meeting with the parent, child, teacher and Director must take place.

7th Incident - Removal from the program.

Every after-school participant will be informed of the rules and consequences. If a serious incident takes place (i.e. injury to another child or teacher) the child may be removed without going through the steps listed above. Physical hitting/pushing etc. is taken very seriously in the after-school program. Children are to keep their hands and feet to themselves at all times.

The Kid's Corral practices a "Positive Discipline" philosophy. We encourage good behavior and give praises for such behavior. There are times when unacceptable behavior must be followed with a brief "timeout". Continued disruptive behavior will be documented and brought to the parent's attention. The Kid's Corral wants to work closely with parents so that we are able to correct and achieve desired behaviors and outcomes in a positive manner.

Discipline must be:

1. Individual and consistent for each child
2. Appropriate to the child's level of understanding
3. Directed toward teaching the child acceptance and guidance that encourages self-esteem, and self-control.

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

1. Using praise and encouragement of good behavior, not focusing on unacceptable behavior
2. Reminding a child of behavior expectations daily by using clear, positive statements
3. Redirecting behavior using positive statements
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.

Any child whose behavior is deemed by the staff to be a threat to him/herself or to other children may be removed from the program until staff believes the threat no longer exists. A parent/teacher conference will be mandatory whenever the teacher observes inappropriate touching (either sexual or grossly violent). The teacher will document all such behavior on an Incident Report Form, which the parent will be required to sign.

DRESSING YOUR CHILD FOR SCHOOL

Please dress your child in comfortable, washable play clothes that are okay to get dirty. We do lots of messy, fun activities such as gardening, painting and playing outdoors. Young children need to wear sturdy footwear that they can run and play in without tripping. Close toed rubber soled shoes are preferred. Sandals or flip flops are strongly discouraged. We recommend you bring a change of clothes (please label with your child's name) including socks, underwear, pants and shirt to keep in your child's cubby in case of an accident. With our unpredictable Texas weather, it's a great idea to keep a sweater or light jacket in your child's classroom in case they need it throughout the day.

FIRE/EMERGENCY DRILLS

We will have practice fire drills on a monthly basis and tornado drills every three months, or more frequently if The Kid's Corral feels it is necessary. During the fire drill, the children are required to line up (age appropriate) and exit the building in an orderly manner with their instructor in 3 minutes or less. We practice these drills regularly in case of an actual emergency. There may be occasion when the fire department must test the system for safety issues. If this occurs your child may say there were loud noises at the center; please do not be alarmed. If we have an actual emergency, you will be notified. In the event of an actual emergency causing evacuation of the building, children may be transported to an alternative site. (Alternative site— Providence Clubhouse for Providence and Savannah Elementary for Savannah.) We will attempt to contact parents as soon as possible and post a note on the door with details.

EMERGENCY PICK-UP INFORMATION

We request that all parents list at least one emergency contact with name, address and phone number. In the event you have an emergency and need someone else to pick up your child, you must call and speak with the Director to inform them that the person listed as your emergency contact will be arriving to pick up your child. When they arrive, they must show picture identification and sign the child out through the office.

HEARING AND VISION

All Preschoolers ages 4 and older must have a hearing and vision screening in order to attend The Kid's Corral. This screening must be on file no later than 30 days after the child's 4th birthday. This screening may be completed by the child's physician during a well child visit or at the County Health Department.

HOLIDAYS

The Kid's Corral will be closed on certain holidays. Please see the Director or our website for a list dates for closings. Although the center will be closed so that staff and children may spend time with their families, weekly tuition will remain the same.

IMMUNIZATIONS

It is a requirement by the State of Texas that all children in our facility have their immunizations current and on file. If a parent fails to provide proof of immunizations, the child will not be admitted to the center.

INCLEMENT WEATHER

In the event of inclement weather, The Kid's Corral will follow the decision of Denton ISD regarding closing. Tuition remains the same on days we are closed for inclement weather.

INJURIES/MEDICAL EMERGENCIES

By signing the registration consent form, you have given The Kid's Corral employees the ability to secure medical care for your child in the event of injury or illness in your absence. You will assume liability for payment. Minor injuries such as scrapes and bruises will be taken care of by the teachers in the classroom. We will make every effort to contact you at the number(s) you have provided us on your child's registration form for more serious situations. If we cannot reach you at these numbers, we will call your emergency contacts. In the event of an emergency, we will call 911.

This operation has liability insurance in the amount of \$300,000 for each occurrence of negligence covering injury to a child. The Kid's Corral will not be responsible for the costs of medical treatment for children who are injured due to accidents or any other reason other than negligence.

LICENSING

The Texas Department of Family and Protective Services regulates The Kid's Corral. If you should have any questions, concerns, or need resource information related to childcare, visit their web site at www.tdprs.state.tx.us. The nearest local office is: 3612 E. McKinney Drive, Denton, TX 76208. The phone number is (800)582-6036 or (940)591-6279. Parents may review a copy of the center's most recent inspection report; it is posted in the front hallway.

LOST AND FOUND

Items that are lost will be placed in the office for 30 days only. After 30 days items will be donated to charity.

MEALS

The Kid's Corral serves a nutritious breakfast, lunch and afternoon snack. A four-week menu cycle is planned and is available in the office; it is posted on the front bulletin board and is in the kitchen as well. Children needing alternative meals must see the Director. If you wish to bring your child's meals and snacks from home, you must request and sign a waiver from the Director. *Due to the high volume of nut allergies, we do not allow any products using nuts into the building.* Breakfast will be served until 8:30 A.M. daily, no exceptions. If you arrive after this time, please make sure you have fed your child breakfast prior to signing them into their class.

MEDICATIONS

The Kid's Corral will administer prescription medication to your child provided we have a medication form completed. All medication must be a prescription, in the original container. The label must have child's name on it for which we are to administer the medication. We will only give medication according to the directions on the container. We are not permitted to administer over the counter medications unless we have written approval from a physician with the directions for administering such medications. Parents must also complete a Medication form in the office. The Kid's Corral keeps an Illness Report posted on the front bulletin board to inform parents of more serious contagious illnesses.

NAP TIME

Our busy children take age appropriate naps after lunch for approximately 1 ½ hours. Because we work so hard in the morning and have a lot more to learn in the afternoon, we require all children (other than school age), to lay down during naptime. If your child brings bedding (i.e. blankets, nap mat covers, pillows) from home for their nap mats, you must take it home at least once per week for washing. If your child has had an illness or the teacher feels the bedding needs to be washed more frequently, you may be asked to accommodate this request.

NON-DISCRIMINATORY POLICY

The Kid's Corral welcomes and encourages all individuals and families to participate in our program regardless of race, color, religion, sex or national origin.

OPEN DOOR POLICY

The Kid's Corral has an open door policy. Parents are welcome and encouraged to observe our classes at anytime.

OUTDOOR PLAY

Weather permitting; all children will have outdoor play each day. If your child is too sick to play outside, please visit with the Director before leaving your child. We will not go out on hazardous ozone alert days with the level of red or higher. If you wish for your child to wear sunscreen to protect them from the sun, please make sure you put it on them before coming to school each day.

PERSONAL ITEMS

Please leave toys, games, dolls and other figures at home or in the car. If your child sleeps with a special blanket or doll, it must remain in the child's cubby until naptime. The Kid's Corral is not responsible for lost or misplaced items.

POLICY AND/OR PROCEDURE CHANGES/NOTIFICATIONS

Policies and procedures are subject to change. Any changes will be included in our monthly newsletter.

REPORTING ABUSE/NEGLECT

It is our responsibility as childcare providers to report child abuse or neglect. Our reports will be filed with the Child Protective Services. These calls are made anonymously. The Kid's Corral may or may not advise you if a call has been made on your child's behalf. To report child abuse contact (800) 252-5400. Children's safety and security is our priority.

SCHOOL PICTURES/SNAPSHOTS

We enjoy taking snapshots of the activities the children participate in at the center. These pictures may be printed and posted on the doors and walls of the classroom, or sent out in advertisements for the center. By enrolling your child in The Kid's Corral, you consent that your child's photograph may be used for the above purposes. No names will be used on any photographs at the center. If you do not wish to have your child's picture taken during the school year at The Kid's Corral, you must speak with the Director. This will mean your child may not participate in some activities in which pictures will be taken. School pictures available for purchase will be taken in the Fall and Spring of each year.

SICKNESS

Children should not attend the center if they have had a fever, vomiting or diarrhea within the past 24 hours. Children will be sent home if the instructor or Director feel the child is in ill health (having a fever of more than 98.6 degrees, vomiting, diarrhea, nasal discharge that is not clear, or if the child appears lethargic). If a child is sent home with a fever of 100.4 or greater, they must be fever-free for 24 hours before they return to the center or have a doctor's note.

STAFF

Our instructors receive no less than 15 hours of ongoing training per year and all have CPR/First Aid Certifications. In addition to annual training, the majority of our staff have many years of experience and/or college courses in child development. The Kid's Corral conducts a thorough background check, including an FBI Fingerprint exam on all potential employees.

The Kid's Corral Staff are not allowed to transport children in their personal vehicles. The Kid's Corral Staff are not permitted to baby sit for children currently enrolled in our program unless notification is given to the Director. If staff violates this rule, they are subject to release.

The Kid's Corral will not be held responsible for actions of employees while taking care of children outside of the daycare.

TB TESTING

TB testing is not currently required for children to attend The Kid's Corral. It is, however, required for teachers and staff. If it does become necessary for students to have the testing, we will notify parents.

TRANSPORTATION

The Kid's Corral transports children before and after-school. The Providence Village location transports to and from Cross Oaks Elementary, Providence and Monaco. The Savannah location transports to and from Savannah and Paloma Creek.

VACATION/SPRING BREAK

If your child is absent from school for any reason, payment is still expected on the dates they are due. After one year of full time enrollment, you will receive one week of vacation tuition free. Payment in full is still required on all holidays (Spring Break, Christmas, Thanksgiving etc.).

WATER ACTIVITIES

The Kid's Corral does not have any swimming pools or deep water activities. We do have "Splash Days" on most Fridays during the summer months. During this time children are allowed to bring their swimsuits and run through a variety of sprinklers.

WITHDRAWAL

Any family wishing to withdraw from the The Kid's Corral must give a two-week written notice to the Director. Future admission to The Kid's Corral will require registration and supply fees, as well as paying any outstanding balance from previous enrollment.

It is our goal at The Kid's Corral to partner with our families in providing the best possible care and education for your child. Our door is always open to discuss any concerns you may have regarding your child(ren). Thank you for the opportunity to share in your child's life!

**Disclaimer - This handbook does not necessarily cover all the policies of The Kid's Corral, or the state or federal government. The policies herein do not supersede any state or federal policies.*

