

Kids and Tots Unlimited
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Kids and Tots Unlimited

Parent Handbook

2025-2026

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Welcome:

Welcome to KIDS AND TOTS UNLIMITED. The purpose of this handbook is to help you become familiar with our policies and expectations as a parent. This handbook is supplemental to the parent contract so that you will become familiar with the information in both handbooks. It covers our childcare philosophies, business policies, and expectations.

All parents are required to read the parent handbook and be familiar with all the operational policies of KIDS AND TOTS UNLIMITED. All families are required to sign and date the Handbook Acknowledgement form upon enrollment at the program. This will enable you to be familiarized with all operational policies of KIDS AND TOTS UNLIMITED. The center will keep your signed form on file each year.

This center is a spiritual and family-based business. We have been blessed to expand from a Child Care Center, to an Early Childhood Development Center, now known as KIDS AND TOTS UNLIMITED to assist in the needs of our community. Our center was established in 2004 and licensed for 20 years with the Texas Department of Family and Protective Services. We are honored to expand and better serve more families and children with the same vision and principles that the Family Child Care was founded on. I promise to provide a NURTURING ENVIRONMENT where RESPECT, LOVE, HONOR and TRUST are a priority for all God's children and their unique families.

My Philosophy:

KIDS AND TOTS UNLIMITED provides a home away from home with great values. It is a child's safe haven. We are an acclaimed educational institution that provides quality care, instill values and prepare children to become productive individuals. We strive to provide a curriculum that meets the physical, social-emotional, cognitive and intellectual growth and development of children, and prepare them to be school ready. We believe that early years are the most important years in a child's life, and we promise to lay a good foundation for each child's growth and development.

"I promise your children will learn something every day. Some days they will bring it home in their hands. Some days they will bring it home in their heads. Some days they will bring it home in their hearts." - Mrs. Anna

Mission, Vision, and Program Goals:

KIDS AND TOTS UNLIMITED is more than just a daycare. It serves as a valuable learning tool in a preschool environment. Our mission is to provide our community with a program that has a home feeling. We want to be a child's "safe haven" away from their home. We are a reliable, and

well-equipped early childhood development center that cares for and develops children into the next generation by not only providing quality care but also establishing and promoting respectable morals in each child's life. We strive to build their PHYSICAL, EMOTIONAL, SOCIAL and COGNITIVE (intellectual/language) skills, in order for them to be as intelligent, ethical, and school ready as they can be. Remember, the first years are the most important years of your child's life.

The faculty and staff of The KIDS AND TOTS UNLIMITED believe that each child is unique, and needs to be nourished with a solid foundation from the onset of life with love, compassion, devotion and spirituality. Our goal is to meet the individual needs of each child, and establish positive, lifelong principles in them.

- Texas Rising Star



We are proud to announce that we will be participating in the Texas Rising star Certification. “The Texas Rising Star program is a” voluntary, quality-based childcare rating system of childcare providers participating in the Texas Workforce Commission’s subsidized childcare program.” TRS Certification is available to Licensed Center and Licensed and Registered Child Care Home providers who meet the certification criteria. The TRS Provider certification System offers three levels of certification (Two- Star, Three- Star, and Four-Star) to encourage providers to attain progressively higher certification requirements leading to a Four-Star level.

A Texas Rising Star (TRS) provider is a childcare provider that has an agreement to serve Texas Workforce Commission (TWC) subsidized children and that voluntarily meets requirements that exceeds the State's Minimum Child Care Licensing (CCL) Standards.

Across Texas, parents and families enroll their children into childcare programs, including center-based and home-based programs. Numerous research studies have shown that at-risk children who attend higher quality childcare programs are more prepared for school entry than children who do not attend quality childcare programs.

Those providers that voluntarily achieve TRS provider certification, offering quality care that exceeds the State’s Minimum Child Care Licensing Standards for director and staff qualifications, caregiver-child interactions, age- appropriate curricula and activities, nutrition and indoor/outdoor activities, and parent involvement and education, are in a better position to contribute to the early development of children. As providers progress through the levels of TRS provider certification, they contribute progressively more to the development of the children they serve on a daily basis

<https://texasrisingstar.org/about-trs/>

Hours of Operation:

We are OPEN from 7:00 a.m. to 6:00 p.m., Monday thru Friday. Children should not come early or stay late unless prior arrangements have been made with us. Please pick up your child promptly at 6:00 p.m. so our staffs family needs can also be met. If you are LATE there will be a charge of \$10.00 by the teacher that has to stay over her time. Please be considerate.

WE WILL NOT ACCEPT CHILDREN AFTER 9:30 a.m. Children need routine and structure. This will give an opportunity for our teachers to prepare material and lessons so that the children will be able to get the best learning experience that day.

*Only children with a Doctor's note will be permitted late after 9:30 a.m.

If your child is going to be absent for any part of the day, please call the office.

Communication:

You are more than welcome to talk to the Director or schedule a time to talk to her/teacher about any concerns that you may have at any time. You may call the director at (830)758-1474 or (830)776-7302 to set up an appointment to address your concerns if the matter can wait. If the matter is urgent, please don't hesitate to reach out immediately. Each child is important and we strive to ensure their needs are well taken care of. Please remember we are required to follow all rules and regulations of the State of Texas Department of Family and Protective Services. You can always request to look up the TDFPS Minimum Standard Handbook, or visit www.dfps.state.tx.us for any licensing issues. It is imperative that there is a similar childcare philosophy we both agree on. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the children. Sensitive issues will be discussed in private and outside of regular childcare hours either by telephone. A parent newsletter or web page of KIDS AND TOTS UNLIMITED will post or share some of the activities we are doing, our current curriculum themes, events that will be happening during that month, and any other pertinent/fun information that may be of interest to you. A web page will also be offered with important news.

In the library entrance there are index cards that you may fill out and leave in the suggestion box. If you need additional support or accommodations because of a differing ability, cultural practice, or home language support, please notify us so that we can develop a plan to partner with you for support.

Contact us via:

Facebook: KIDS AND TOTS UNLIMITED * Don't forget to give us a like and share! *

Parents of infants will receive a daily note. This daily log will include feeding schedules, diaper changes, temperament or behavior of the child, and any other important things to share with the

parent. Parents of toddlers and bouncers will also receive verbal feedback from the classroom teachers as well as a daily communication gram which outlines their daily activities.

Preschoolers and School Age parents will be contacted and notified for any immediate issues or concerns and be notified of the daily activities. A Suggestion Box is in the front of library area. Parents are encouraged to provide their valuable inputs and suggestions. We appreciate your comments, and we promise to address your concerns or suggestions to improve our services.

Parent Conferences

- Conferences may be requested by either parents or teachers at any time.
- Two formal parent conferences will be scheduled each semester to review:
 - Each child's developmental progress
 - ASQ-3 assessment scores
 - Educational goals
 - Any behavioral concerns, if applicable

Ongoing Communication

- Teachers will share information with parents daily through:
 - Frog Street daily reports
 - Text messages
 - Phone calls, as needed

Enrollment policy:

We accept children from:

- Infants (40 days)-3years old at KIDS AND TOTS UNLIMITED
- AFTER SCHOOL (4 to 12 years old) at KIDS AND TOTS UNLIMITED TOO

All forms must be completed and turned into KIDS AND TOTS UNLIMITED before we can assume the responsibility of caring for your child. NO EXCEPTIONS. This is to ensure that your child will get the very best care possible from us. The forms required are the following:

- Admission Form Signed
- Immunization Record
- Media Policy
- Discipline & Guidance Form
- Tuition Rate Form
- Parent Handbook
- Parent Orientation

- Meal Benefit

You are required to keep us informed of any changes of address, telephone numbers, and other pertinent information listed on any of the above forms. If you have any questions regarding the completion of these forms, please feel free to ask.

Please note that a Change of Information form is available in the front office area. Please fill out for any change of information and let the Director know about it. Change of Information form is to make changes on file with out any assistance that will just be added to the child file.

Drop Off and Pick Up:

The State requires that all parents sign in/out their children during morning drop off and afternoon pick up each day. Signing your child in and out is mandatory. This enables us to maintain records of all children present, and in the event of a fire or emergency, this document will be provided to the fire or police department.

Please ensure to do this to help us keep your child safe and accounted for during operational hours.

Students are required to be dropped off by 9:30AM. If late, they will not be able to attend class for that day. To accept a late child, a doctor's note must be presented at time of drop off so that the child will be admitted into class.

If you will have someone else pick up your child and that person is not on your admission form for pick-up, please call providing the name of the individual. Please note that we need a state authorized identification to verify the person before we allow a child to leave the center.

SEPARATION POLICY

After checking in your children each morning, bring them to their individual classrooms or waiting area. Sometimes it is difficult for children to separate from the parents. Please try to not stay too long, otherwise it becomes a bit difficult for the children as well. Our qualified staff will comfort and take care of the children. You can call us later to find out about your child's day.

It is your responsibility to have your child picked up on time. Closing time is at 6:00 pm. Please allow ample time to get here to pick up your child on time. A late fee of \$10.00 per child will be charged every time YOU ARE LATE.

If you know you will have an unavoidable delay, arrange to have an authorized/alternate person pick up your child. We understand that bad traffic or weather may cause this from time to time. Please give us a courtesy call if you are going to be late due to these situations and we will waive the late fee. It will not be allowed frequently.

Transportation

Transportation is provided from school to the facility or from the facility to school. Transportation will also be provided for fieldtrips. All staff driving our vans will have current training in "Transportation Safety." This training is required for all of our drivers annually.

Head Start: (One/ TOO)

Las Colonias

LBJ

Seco Mines Head Start

Departure from facility to head start is 1:45pm, to pick up at 2:00pm.

Schools Included: (TOO)

Early Childhood Center (ECC) 7:45am/3:45pm

Kennedy Hall

Language Development Center (LDC)

Pete Gallegos

Seco Mines

Armando Cerna

Glass

Graves

San Luis

Juan Seguin

Benavides

Henry B. Gonzalez

Ray Darr

Perfecto Mancha

Sam Houston

Liberty

Rosita Valley

For Early Childhood Center (ECC) we depart in the morning 7:30am from the facility to drop off by 7:45am and in the afternoon we depart from the facility at 3:15pm to pick up at 3:45pm.

For elementary schools' departure from facility to school is at 2:30pm to pick up at 3:15pm to get back to the facility by 3:45pm.

For tutorial pick please contact director or office if tutorial pick ups are available. For those that we do we depart from the facility 4:10pm to pick up at 4:30pm to arrive back at the facility by 5:00pm.

Activities & Curriculum:

To meet the developmental needs of children we follow a daily schedule. Children need structure and routines that will help them grow in PHYSICAL, SOCIAL-EMOTIONAL AND COGNITIVE and INTELLECTUAL AREAS. The early years are the most important years of your child's life.

Our program offers a developmental and age-appropriate curriculum to meet the individual needs of each child. Our school is all year round except 9 days out of the year. This program is designed to inspire a joy of learning to the children through their natural curiosity of sight, sound, touch, and smell with hands-on learning experiences. We will provide opportunities for your child to adapt to diverse learning styles at his/her individual level. The results will be a meaningful learning experience where your child will build a foundation of lifelong learning skills. Please remember that all children are unique and learn differently, have patience and work with your child and you also will see the results of your child's intellectual growth take off! It is an awesome feeling!

We believe that children gain a sense of security from knowledge. That there are consistent, responsible limits and that these limits are designed to nurture and protect them. We recognize that each child is an individual. We provide an environment that promotes the complete development of children by preparing them to be "School Ready".

Addressing Challenging Behavior & Dismissal:

Using my professional decision, if a child is consistently causing harm to others in the form of biting, fighting, insubordination, or causes harm to their self, parents will be notified, a daily behavior log will be implemented, and the child will be provided positive redirection to make better choices. If the challenging behavior continues, a notification will be given to the parent and parent will be requested to sign the daily behavior log, also be aware that unacceptable behavior of this nature may result in dismissal from the program. Parents will be kept informed of the child's progress of their behavior. The child will be given two warnings and on the third time, the child will be dismissed from our program. If the situation is severe, your child will be dismissed immediately, with no warnings given. I must ensure the safety and well-being of all the children under our care.

The program has the sole discretion of dismissing children due to consistent behavior challenges, but not restricted to it only.

Using my PROFESSIONAL decision, if I feel at any time that a child is NOT BENEFITING from our program, I will address my concerns to the parent. ALL children develop at different levels, some may need different types of assistance than what we can provide at the program.

As your caregiver/teacher, my primary goal is to see what benefits the child most and may request parents to seek help somewhere else when the program cannot meet the child's needs.

When the child demonstrates inappropriate or disruptive behavior, it becomes necessary for staff to intervene. The following actions will be taken in addressing challenging behaviors at our center to ensure the safety of everyone.

1. The child will be told that his behavior is inappropriate. The teacher will first talk to the child about the behavior and try to guide the child into using more appropriate ways to communicate.
2. The child will be redirected and, if necessary, given a short time away from the rest of the class.
3. Parents will be notified about the behavior. If repeated incidents occur staff will develop a plan of intervention that includes shadowing the child and a conference with the parents.
4. For incidents involving biting or aggressive behavior, the staff follows detailed policies based on common methods to address these potentially harmful behaviors. For example:
 - Physical and verbal aggression
 - Noncompliance/ defiance
 - Self-Injury
 - Disruptive vocal /motor responses (screaming, kicking, throwing items at teacher)
 - Destruction of Property
5. Follow up will be made with the parent daily until the issue is resolved.

If a pattern of challenging behavior persists or disrupts program operation, then KIDS AND TOTS UNLIMITED staff will meet with the child's parent/guardian to find a solution together, including referral to outside services.

If the child's parent/guardian is not willing to participate in implementing the solution recommended or KIDS AND TOTS UNLIMITED has determined to not be the best placement, then ultimately, we will terminate services.

Payment Procedures:

Your specific tuition rate will be outlined in the payment book with child's name and parents' name.

Tuition is due no later than pick-up time on MONDAY, unless another arrangement has been agreed upon. If Monday is a holiday, payment is expected on Tuesday. Full tuition is paid if your child attends at least one day that week. Half of the weekly tuition is due if your child is absent for the entire week. Also remember you have 2 times out of the year you can pay ½ of the tuition if the child is out all week. KIDS AND TOTS UNLIMITED will not refund or adjust your child

tuition for time missed due to illness, holidays, or days off (including vacation and the approved Christmas/New Year week off).

Payments can be by Cash or Check or money order.

We Do Not Accept CARD.

If your account is passed due by one week, you will not be able to check in your child until the balance is paid in full or an arrangement has been made.

TUITION:

FULL TIME CARE: MONDAY-FRIDAY 7:00AM-6:00PM- \$150.00

PART-TIME CARE: (7am-12pm, 8am-1pm, 9am-2pm) MONDAY-FRIDAY: \$110.00

TOO!! FULL TIME CARE: MONDAY-FRIDAY 7:00AM-6:00PM: \$150.00

SCHOOLERS Pre Kinder-6th Grade: \$100.00

Withdraw from Our Program:

We do request parents to notify us if they know a specific day, they will no longer be bringing the child for care. Just so we can give the parents all of that child's belongings.

Registration:

Parents will be provided an enrollment packet at the time they decide they want to enroll their child. The enrollment packet will include: (1) Admission Form (2) Operational Policies. The director or assistant director will review these documents with the parent at the time they are provided to the parent. Parents will need to read the Admission Form carefully and complete all documentation requested on the form. Incomplete Admission Form could delay the enrollment of your child. Prior to your child's first day of care parents will need to return: (1) The Admission Form (2) The receipt of the Operational Policies (which is the last page of this booklet) (3) A copy of your child's "current" immunization record. Your documents will be reviewed for completion and accuracy upon its return. NOTE: Common errors made on the Admission Form are: (1) The address is not noted for the Emergency Designated Contact Person. (2) Phone numbers are not noted for the persons to whom the child can be released. (3) Special Needs documentation is omitted; if your child does not have any special needs, please note this information on the Admission Form. (4) The health statement that is provided by the parent on page 2 of the Admission Form will sometimes lack the name and address of the physician that provided your child with a physical within the last year.

Parents will be notified of any changes to our policies in writing via "Amendment of Operational Policies." The parents will be required to sign a receipt of the amendment and the receipt will be placed in your child's file.

Taxes:

Did you know that child care can be used as a deduction on your tax return? You will be provided a form for your tax return for the total cost of your yearly child care tuition, you must request the form by the time tax season starts.

Open Door Policy:

We maintain an open-door policy for parents. This means that you are always welcome to call or drop in to see your children at any time during regular child care hours. For safety purposes our doors are kept locked during operational hours by the key pad on each main door. Only parents of the students have the code and are the only ones to use it if you send someone else to pick up your child, they will be requested to show an identification card. Children will be released only to a parent or a person designated by the parent.

The identity of a person authorized to pick up a child but whom the caregiver does not know or the person to whom the child is being released to from a child-care-center transportation vehicle will be verified as follows:

(a) The facility will verify and record the identity of the individual by making a copy of his/her valid photo identification, an instant photograph of the individual, or recording the driver's license number and car tag numbers. This information will be in the child's records for at least three months.

(b) All employees are instructed in the child-care center's policies for the release of children, including the verification plan.

We believe that it is extremely important to keep the doors locked for the safety of the children. We do not want unwanted or unexpected visitors to enter without permission. YOUR CHILD'S SAFETY IS OUR PRIORITY.

Holidays & Vacations:

The following will be observed as holidays.

Good Friday (March 29)

Easter (April 01)

Lunar eclipse (April 08)

Thanksgiving (November 28 & 29)

Christmas (December 24 & 25)

New Year's (January 01 & 02)

NOTE: It is the parent's responsibility to find a caregiver for these dates that we are closed. We DO NOT give discounts for closed dates.

Nutrition and Meal Policy:

Proper nutrition is an essential ingredient for good health. We will provide a nutritious breakfast, lunch, dinner and afternoon snack. Menus are provided weekly and are created keeping the importance of a balanced diet and the children's tastes in mind.

Well balanced meals are necessary for children to meet their daily energy needs and develop healthy bodies and strong minds.

INFANTS

- Parents of infants must provide formula or breast milk. All bottles must be LABELED and CLEANED. Dirty bottles will be rinsed and sent home each day.
- The nutrition food program will provide Nutrition BRAND FORMULA for our infants
- Food and formula will be heated in a crock pot maintaining a safe temperature. Baby cereal may be brought in the box and will be mixed according to the directions.
- Breastfeeding:** Parents we want you to know that you are welcome to breast feed your child. We will have a designated place with a chair for you to breast feed your child. You may also want to provide breast milk. If you choose to provide breast milk we will label and store the milk appropriately to be used as instructed by you.

Children from the age of 12 months (1-year-old) on up, will be served hot healthy meals that include Breakfast, Lunch, and Afternoon Snack and Dinner for children.

Good nutrition today means a stronger tomorrow! WE Care Services is our Food Program provider. WE Care Services will monitor that all meals served will meet the nutritional requirements established by the USDA Child and Adult Care Food Program.

- Liquids and food hotter than 110 degrees F. are kept out of reach of children
- All staff are educated on food allergies, and they take precautions that all children are protected.
- All meals are prepared and served following the USDA GUIDELINES.
- Any food served during a special event from other sources is commercially prepared.
- School Age children are served nutritious snacks upon arrival from school.
- All children are served milk, fresh fruit and vegetables during meals each day.
- Parents of all enrolled children are provided with resources and information about nutrition, food allergies and foods

that can cause allergic reactions (nuts, egg, shellfish, seafood, dairy products). If your child requires a special diet as

recommended by your doctor and is documented, we will supply a substitution for their needs.

- Meals are served by the cook on plate and passed out by teacher if students know how to eat by themselves.

The teachers will encourage the children to taste the items, practice a relaxed manner and engage children in conversations. Picky eaters usually eat better at school because they see the other children eating. Seconds are always available for children.

- No TV viewing is allowed during meals.

*Don't lose hope on certain food, keep on serving those veggies but NEVER FORCE a child to eat anything. *

We allow to celebrate holidays and birthdays during afternoon snack time. You are welcome to share party cookies, cupcakes, or other food. If you plan to bring treats in celebration of your child's birthday, please schedule the date with your child's teacher. All food should be commercially prepared and packaged.

*In accordance with Federal Law and U.S Department of Agriculture Policy, this institution is prohibited from discriminating on the base of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA Director, Office of Civil Rights, 1400 Independence Ave SW Washington D.C 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY) USDA is an equal opportunity provider and employer. *

Physical Activity:

Our program provides a curriculum that offers opportunity for children to practice and develop gross and fine motor skills. Children participate in a variety of activities each day that help them to develop physically.

You must include these daily activities and the approximate times they will occur in your written activity plan:

- 1) A minimum of two daily opportunities for outdoor play, weather permitting, in which a child makes use of both small and large muscles [medium];
 - a) An infant birth through 12 months of age may engage in outdoor play for an amount of time as tolerated by the infant [medium];
 - b) An infant 13 months through 17 months of age, a toddler, or a pre-kindergarten age child must engage in outdoor play for a minimum total of 60 minutes daily [medium];
- 2) A balance of active and quiet play that incorporates crop and individual activities, both indoors and outdoors, and must include [medium];

- a) A minimum of 60 minutes and moderate to vigorous active play for toddlers [medium]; and
- b) A minimum of 90 minutes of moderate to vigorous active play for prekindergarten and schooler age children [medium];

Discipline and Guidance:

Discipline must be:

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

A caregiver only uses 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; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age. YOU CAN REPORT ABUSE BY CALLING:

1-800-252-5400 or WWW.DFPS.STATE.TX.US

Preventing And Responding To Abuse And Neglect Of Children

- (A) All staff are required and will receive a minimum of one hour of annual training on Abuse and Neglect of children.

(B) The annual training our employees receive will educate and refresh our employees on issues regarding child abuse and neglect including warning signs that a child may be a victim of abuse or neglect. Parents, we would also like to educate you and make you aware of these issues as well. We have enclosed information on different types of abuse, how to report it, and what information is required when a report is made. We also have enclosed an information sheet on the warning signs of abuse and/or neglect and ten tips in preventing abuse/neglect.

(C) As caregivers of this day care we must be aware of prevention techniques for child abuse and neglect. The annual training we receive educates us and increases our awareness of these prevention techniques. We would like to share these techniques with you. Knowledge is power. The more you know about abuse and neglect; the warning signs, how to prevent it, and how to report it can save a child's life. You may take the information on abuse and neglect from our parent bulletin board and/or you may ask the director or your child's teacher questions about abuse and neglect. However, remember if you suspect child abuse, please contact the Child Abuse Hotline at 800-252-5400.

(D) We as caregivers will report any suspected child abuse or neglect by contacting the appropriate authorities. We will work with Law Enforcement, Child Protective Services and Child Care Licensing, school counselors, physicians etc. as needed. We will cooperate willfully and voluntarily with all of these agencies as they request. If you suspect child abuse or neglect or if you know a child who is a victim of abuse or neglect the flyers supplied to you will assist you in reporting the situation and obtaining assistance and intervention.

Termination Policy:

We reserve the right to terminate enrollment for the following reasons {but are not limited to):

- Failure to pay
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the child care after a reasonable amount of time
- Lack of compliance with handbook regulations
- Serious illness of child or provider
- False information given by parent either verbally or in writing

We appreciate an advanced notice when possible before withdrawing or terminating from the program, and we will also reciprocate the same courtesy in return. You are required to give two-week's written notice when you decide to terminate childcare. The two weeks must be paid in full either at the time the notice is given or at the start of the final two weeks, regardless if your child is in attendance.

We will give two-week's written notice of termination for which tuition is due, regardless of your child's attendance. We reserve the right to give written notice of immediate termination where

there are extreme circumstances that affect the well-being of our staff or other children in attendance.

Cleanliness & Hygiene:

We strive to do the best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. We use paper towels for drying hands so that children do not have to use the same towel. We wash our hands frequently and use antibacterial soap. Infants sleep in separate cribs, with clean sheets used only by themselves. Beginning at about age 12-18 months, we use cots to nap. Each child needs to bring THEIR OWN BLANKET, blankets are washed weekly and will remain at the center and sent home on Friday for wash and RETURNED on MONDAY unless soiled before the Friday. They will then be sent home. Children use separate cups, plates, bowls and eating utensils. High chair trays and tables are disinfected with a bleach water solution after each use. Toys are cleaned and disinfected every day.

Please send your child to daycare cleaned and dressed each day. If we must address a parent about your child's hygiene more than twice (including bathing and clean clothes) and it is an ongoing problem, we will be forced to call Child Protective Services for neglect. I am here for the well-being of the child.

If a child has head lice, they will not be allowed to attend daycare until they are treated, cleaned and reviewed by the director to attend their class.

Toilet Training:

Toilet training will be done in a relaxed manner with the cooperation of the family. Potty training begins when your child is ready, the task is quick and easy ONLY if the PARENT reinforces it at home. To determine if the child is ready to start potty training we will look at age & the developmental milestones. Please let us know when your decision is made to start potty training. In addition, your child must have a complete change of clothes (don't forget the socks!). The best items are shorts and pants with elastic waists or dresses. Try to avoid tight fitted clothing, pants with snaps, zippers and belts, overalls, and onesies. These are difficult for children to remove in a hurry.

Naps & Quiet Time:

The State of Texas requires all children in child care to have a designated rest period each day. All children must nap, rest, read or play quietly during this period. Rest time gives everyone a break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and may not be happy when they go home in the evening.

*All children ages 18 months to 5 years old, need to bring blanket for the scheduled nap time. *

Nap time is our only opportunity to take a break, clean up after lunch, do paperwork, fill out daily notes, and do activity planning. Due to the busy mornings that we have, children need a scheduled nap that is uninterrupted. Nap Time is from 12:00pm till 2:00pm. If a child has difficulty in falling asleep, we will provide some quiet activities to engage the child. If your child has a doctor's appointment, visitation, or any other circumstances, please try to pick up your child or schedule appointments before or after nap time. This will help not to disrupt the entire room and children will be able to get the rest that they need. If your child will have to leave early, please let us know and we will get your child ready for pickup.

What to Bring:

Parents are responsible for diapers, a full change of clothes (including socks and underwear) appropriate for the weather, and any other supplies that your child may need. You may bring a whole package of diapers to be stored. You will be notified when supplies are running low, but also take responsibility to check up on your child's supplies. You are required to bring a blanket for your child to be kept at the child care. All blankets will be sent home to be washed every other Friday and must return on Monday for continued use. All items need to be labeled with your child's initials or name.

Extra Clothes:

Children need to come to school properly and comfortably dressed and cleaned. Tennis shoes for outside play.

Please send 2 outfits of clothing for your child. They might need an extra change due to accidents. Please provide your child with a complete change of clothes labeled in a storage bag and it will be kept in your child's cubby. If your child uses any of the additional clothes, we will put the soiled clothes in a bag and your soiled clothes will be sent home. Please replace clothes by the next day. Even if your child is potty trained, accidents happen.

Security Measures to Protect Your Child:

Your child's safety and your peace of mind are of the utmost importance. Our facility has a key pad that monitors ALL EXITS and CAMERAS are installed in classrooms and outside of the building. We have an alarm system with the city Police, Ambulance, and Fire department. All visitors must push the door bell ringer to come in. If you are going to visit, you need to register in our lobby to gain access into our facility. Please limit these visits to 30minutes.

Illness:

IT IS IMPORTANT TO KEEP A SAFE AND HEALTHY CENTER AT ALL TIMES. Please keep sick children at home (Example: Fever, Vomiting, or Diarrhea). If a child becomes ill, you will need to pick up your child promptly. This is urgent as we do not want other children to become sick. We reserve the right to determine when a child should be sent home due to illness. Children may return to care 24 hours after symptoms of illness end or with written authorization from your doctor stating when the child may return to group care. Please notify the center as soon as possible when your child becomes ill so that we may notify the other parents if needed. Please notify us if your child will be absent.

The facility will not admit an ill child for care if one or more of the following exists:

(1) The illness prevents the child from participating comfortably in child-care center activities including outdoor play

(2) The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;

(3) The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities:

(A) Oral temperature of above 101 degrees and accompanied by behavior changes or other signs or symptoms of illness;

(B) Rectal temperature of above 102 degrees and accompanied by behavior changes or other signs or symptoms of illness;

(C) Armpit temperature of above 100 and accompanied by behavior changes or other signs or symptoms of illness; or

(D) Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or

(4) A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

After the shots

Sometimes children experience mild reactions from shots, such as pain at the injection site, a rash or a fever. Kids and Tots Unlimited requires you keep your child home for 24 hours since the shots with the doctor's excuse given the next day to the child's teacher or office personnel. (EXTRA INFO: If a child has more than three loose stools or vomits the child's parents will be notified and must be picked up right away. Doctors' excuses to come back to school are not required unless there's a fever involved.) These reactions followed by shots are normal and will soon go away. These tips will help you identify and minimize mild side effects:

Read the Vaccine Information Sheet(s) your child's doctor gave you to learn about side effects your child may experience.

Use a cool, damp cloth to help reduce redness, soreness and/or swelling at in the place where the shot was given.

Reduce fever with a lukewarm water sponge bath.

Offer liquids more often. It is normal for some children to eat less during the 24 hours after getting vaccines.

Ask your child's doctor if you can give your child a non-aspirin pain reliever.

Pay extra attention to your child for a few days. If you see something that concerns you, call your child's doctor.

Medications:

Kids and Tots Unlimited will not be administering medication. Parents that need to give medication to a child is more than welcome to come and give the medication when they have a chance to.

Medical Emergencies:

If critical illness or injury requires immediate attention of a physician, staff will:

- (1) Contact emergency medical services or take the child to the nearest emergency room
- (2) Give the child first-aid treatment or CPR when needed
- (3) Contact the physician identified in the child's record
- (4) Contact the child's parent; and
- (5) Ensure supervision of other children in the group.

If a child becomes ill while in care, staff will:

- (1) Contact the parent to pick up the child
- (2) Care for the child apart from other children
- (3) Give appropriate attention and supervision until the parent picks the child up; and
- (4) Give extra attention to hand washing and sanitation if the child has diarrhea or vomiting

Special needs Statement

If your child has any allergy, existing illness, previous serious illness, injuries, and hospitalizations during the past 12 months, and/or of any medication prescribed for long-term

continuous use and any other information for you to please inform director, office assistant, and teacher as your child arrives to the class.

Fire, Tornado and Inclement Weather Policy:

EVACUATION, INCLUDING:

- (A) In the event of an emergency, my first responsibility is to move the children to a designated safe area or alternate shelter known to all household members, caregivers, and volunteers;
- (B) The children will be relocated to hallway in the event of a tornado. In the event we must evacuate the facility due to some other emergency disaster, we will relocate to ST. Joseph's Catholic Church, 800 N. Comal St., Eagle Pass, Texas by transporting them in the facility vans.
- (C) An emergency evacuation and relocation diagram is enclosed in this plan for your review.
- (D) The St. Joseph's Catholic Church, 800 N. Comal St., Eagle Pass, Texas is the alternate shelter we will use in the event we must evacuate the building.
- (E) The facility uses an attendance sheet documenting the children's daily attendance. The attendance is kept on a clip board located near the door of each classroom at all times. This attendance will be taken to the designated safe area inside the facility, the designated meeting place outside the facility and/or to the alternate shelter to ensure everyone is accounted for. Attendance will be checked once everyone has exited the facility to ensure all children have exited the facility prior to going to the alternate shelter.
- (F) 24-month-old and under, who DO NOT walk, will be evacuated using an emergency evacuation crib.

COMMUNICATION, INCLUDING:

- (A) Our emergency contact number will be my cell phone number: 830-968-3105.
- (B) In the event of an emergency the proper authorities will be contacted by dialing 911 from the facility landline or cell phone. The authorities will be advised of the emergency and if we must evacuate the authorities will be informed of our emergency location. Parents will be contacted via telephone as soon as the safety of the children has been ensured. The Department of Family and Protective Services-Child Care Licensing will also be advised of the emergency as soon as possible.

EVACUATING WITH ESSENTIAL DOCUMENTATION INCLUDING:

- (A) Parent & Emergency contact telephone numbers for each child in care will be completed at enrollment on a separate card in addition to the Admission Form and kept in an emergency backpack located on a hook near the front door.
- (B) Authorization for emergency care for each child will also be completed at enrollment on a separate card in addition to the Admission Form and kept in the emergency backpack.
- (C) All children using the CCPS tracking system will also be signed in and out on our written attendance forms along with the other children in care.
- (D) The emergency backpack will also include a flashlight, first aid kit, and water.

(18) Promotion of indoor and outdoor physical activity that is consistent with Subchapter F of this chapter (relating to Developmental Activities and Activity Plan)[Medium]; your policies must include:

- (A) The benefits of physical activity and outdoor play [Medium];
- (B) The duration of physical activity at your operation, both indoor and outdoor [Medium];
- (C) The type of physical activity (structured and unstructured) that the children may engage in at your operation [Medium];
- (D) Each setting in which your physical activity program will take place [Medium];
- (E) The recommended clothing and footwear that will allow a child to participate freely and safely in physical activities [Medium]; and
- (F) A plan to ensure physical activity occurs on days when extreme weather conditions prohibit or limit outdoor play. [Medium]

You must include these daily activities and the approximate times they will occur in your written activity plan:

- 3) A minimum of two daily opportunities for outdoor play, weather permitting which is below 32°F or above 100°F, in which a child makes use of both small and large muscles [medium];
 - a) An infant birth through 12 months of age may engage in outdoor play for an amount of time as tolerated by the infant [medium];
 - b) An infant 13 months through 17 months of age, a toddler, or a pre-kindergarten age child must engage in outdoor play for a minimum total of 60 minutes daily [medium];
- 4) A balance of active and quiet play that incorporates group and individual activities, both indoors and outdoors, and must include [medium];
 - a) A minimum of 60 minutes and moderate to vigorous active play for toddlers [medium]; and
 - b) A minimum of 90 minutes of moderate to vigorous active play for prekindergarten and schooler age children [medium];
- 5) If temperatures are below 32°F or above 100°F, we do request staff to bring the outdoor activities indoors by doing full body exercises with the children or dancing that requires full body movement.

Kids and Tots Unlimited
1011 N. Bibb St.
Eagle Pass, TX 78852
(830) 758-1474

Revisions to Handbook and Contract:

There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year in August. We reserve the right to make changes in rates and policies, as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks' notice before any changes are effective.

*** If you have any specific question, please see the Owner/Director to address any concerns. We reserve the right to modify, amend, suspend or revoke any policies in this handbook at any time. Any changes will be communicated to each parent verbally by a memo or letter format. ***

PARENT ORIENTATION

As a new family at our program, we want to ensure that you have all of the information you need.
Please do not hesitate to contact us if you need additional information.

Tour will consist of an introduction to all administrative/office staff and your child's teaching staff.

The Parent Handbook is provided to all interested and enrolling parents, which details all of the program's policies and procedures. Acknowledgement of receipt of this handbook is required before, or on, the child's first day of enrollment.

Parent Handbook received: ____ (initial)

The following topics will be discussed during the tour or within the Parent Handbook, as applicable:

- ☐ Tuition fees
- ☐ Meals
- ☐ Daily schedules
- ☐ Arrival and late arrival policy/ procedures
- ☐ Texas Rising Star
- ☐ Importance of family involvement
- ☐ Family Resource Board and suggestion box (for comments, complains, and/or suggestions)
- ☐ Technology-free Zones

I acknowledge that I received a tour and that I was provided the above opportunities and/or information prior to completing enrollment for my child.

Parent signature: _____

Date: _____



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Parent's Acknowledgement

This is to acknowledge that Kids and Tots Unlimited has provided me with a Parent's Handbook. I understand that if I have any questions in regards to anything contained within this Parent's Handbook, I must address them to the Director or person in charge of the center. I further agree to abide by the Center's Policies and Guidelines contained within the attached Parent's Handbook.

Parent's Signature

Date