

Kids Developmental Care Center
3902 San Augustine, Pasadena, TX 77503
(713) 823-0630

OPERATIONAL POLICIES

“Where Inclusion Is Within Everyone’s Ability”

Serving ages 6 weeks through 5 years

Our Mission

At Kids Developmental Care Center, we strive to provide exemplary developmentally appropriate child care, in an inclusive environment, that enhances the lives of the children and families we serve with integrity, compassion, respect and dignity.

Curriculum

It is our goal to ensure that every student who graduates from Kids Developmental Care Center will enter Kindergarten exceedingly prepared. Each class has a preplanned curriculum prepared by our admin department that includes academic, social, and developmental goals that are age appropriate. Student progress is monitored three times a year through teacher evaluations and results are used to guide our small group instruction. Every effort is made to meet each student where they are and to bring them to where they need to be in a hands-on and exciting way. Instruction accommodations are provided to students with learning differences.

Hours of Operations

Kids Developmental Care Center is open year round, Monday through Friday from 6:30 am to 6:00 pm Monday through Friday (except for designated holidays). Parents are welcome anytime during business hours to observe their child, the child care center’s operation and program activities, without having a secure prior approval.

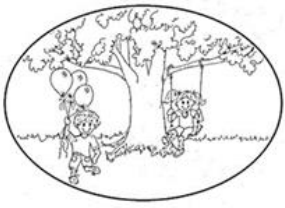
• Holidays

○ Kids Developmental Care Center will be closed on the following holidays:

- New Year’s Eve and New Year’s Day
 - Good Friday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day and the day after Thanksgiving
 - Christmas Eve and Christmas day
- *Closed days may be adjusted when holidays fall on the weekend

Inclement Weather Policy

Closings of Kids Developmental Care Center will coincide with decisions of Pasadena ISD if applicable. Parents will be contacted by telephone and/or Brightwheel to notify them of closings. If Kids



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Developmental Care Center is closed for inclement weather or other emergency situations, tuition will still be due for that week without discount.

Drop Off/Pick Up Procedures

Per Texas State laws, parents have a right to access their child at anytime. However, we strongly encourage parents to drop off their children by 9:00 am each day so that the child can take part in our full educational program. Parents may begin drop off at 6:30 am. Upon arrival the parent is to sign in using the Brightwheel system.

Parents are responsible for checking the child's bag to ensure that all necessary items are in place. The daily reports include information to help parents keep track of their child's needs for the following days, but it is ultimately the parent's responsibility. Please ensure that you receive and read your child's report. If you think you may be almost out of something, please make sure to ask the teacher or check your child's cubby.

Children may leave at any time of the day. A parent or authorized representative of the parent needs to sign out each child using their 4 digit code. In the event that a parent is unable to pick up their child, they may authorize another legal adult to pick up their child. Children will not be released to a minor. Authorized adults must be listed on the enrollment form to pick up and the authorized adult must bring a picture ID. Children will not be released to adults without a picture ID.

Absences

If your child is going to be absent, please call the office or send a message on Brightwheel to let us know. It is imperative that if your school age child is absent, you contact us by noon.

Inclusion Policy

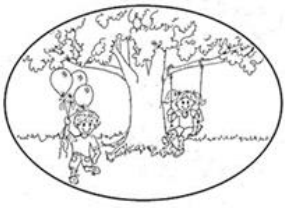
We will work with parents to make adaptations to the activities and environment to assist children with special needs. If children need special services, open communication will be maintained with parents and service providers, including school programs.

Outside Health Providers

Health services providers from Licensed and or Certified health agencies will be allowed to provide their services at the Center when requested by the parents.

Safe Sleep

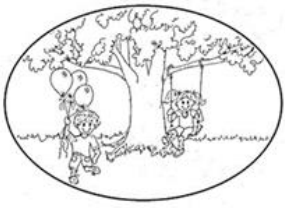
Infants not yet able to turn over on their own must be placed in a face up sleeping position in the infant's own crib, unless you have a completed sleep exception form that includes a signed statement from a health care professional stating that a different sleeping position for the child is medically necessary. Parents are required to sign the operational policy on infant safe sleep upon admission.



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Meals and Food Services Practice

- Kids Developmental Care center will offer a healthy breakfast, lunch and snack daily. KDCC follows a 4 week menu rotation approved by the CACFP program.
- If your child is present after 5:00pm, parents are required to provide a late snack.
- We will offer food in the following food groups at least one time throughout the day:
 - Meat/Meat-Substitute
 - Vegetables and Fruit
 - Whole Grains
- Milk or water will be provided during meals and throughout the day.
- Kids Developmental Care Center will be mindful of all allergies and make accommodations for any child that has a known food allergy. Parents of children with food allergies are required to provide written documentation of the food allergy. If the child is severely allergic to peanuts or any other nuts, it is recommend that parents inform staff not to provide any food as some products served at Kids Developmental Care Center are produced in facilities that may also produce nut products.
- All food and drinks will be of safe quality and will be stored, prepared, distributed, and served under sanitary and safe conditions.
- All meals are approved by the CACFP program for their nutritional appropriateness. Foods and liquids hotter than 110 degrees are kept out of reach of children.
- Menus are posted on Brightwheel each month and are available upon request. Kids Developmental Care Center is monitored twice a year by the Pasadena Health Department.
- Food of any kind will not be used to reward good behavior or to encourage children to eat everything on their plate. Nutrition education will be used to encourage healthy eating habits and choices.
- Infants must be provided with enough sanitized bottles daily for all normal feedings plus one. So if your infant normally has 3 bottles during the school day, we would need 4 sanitized bottles to be brought each day.
- Our early toddler classes are provided with an assigned sippy cup to use while at school.
- Our older toddlers are expected to drink from open cups. Spills are expected with our younger children, but we believe that drinking from a traditional cup is an important skill that needs to be worked on daily. Bottles are not age appropriate for our children ages 2 and up and therefore will not be offered at school.
- At any time a parent may choose to bring their own food for their child. Students who bring lunch from home will have fresh fruit and vegetables available to them at school. Food brought from home for individual children's consumption must be brought in containers that will ensure proper temperatures are upheld. Room in the refrigerator is very limited and cannot accommodate student lunches or snacks. Make sure to include freezer packs if any food items need to remain cold. Nutrition education information is available upon parent request. Information on foods that may cause allergic reactions is also available upon request.
- Any food brought to Kids Developmental Care Center that is to be shared, must be store bought. Shared food may be brought for birthdays and parties only. We do not allow any homemade food.



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Breastfeeding

Kids Developmental Care Center provides a comfortable place with an adult sized rocking chair that enables a mother to breastfeed her child. Parents have the right to breastfeed or provide breast milk for their child in our care. A compilation of breastfeeding education and support resources in the community is available in our waiting room resource area or upon parent request.

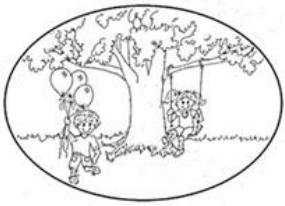
Health Check

The health and well-being of each child at Kids Developmental Care Center is of the utmost importance to us, therefore we will randomly conduct health checks which may include but are not limited to checking for lice, fever, bruises and runny noses. The results of the health check will be determined by the center's staff, not the parent, on whether or not the child remains in care for that day.

Illness and Exclusion

Also, due to the health and well-being of each child at Kids Developmental Care Center, we will strictly adhere to the following illness and exclusion criteria:

- O Fever as measured by a temperature of 100.0 degrees Fahrenheit for infrared temporal thermometer or higher accompanied by behavior changes and/or other signs of symptoms or illness
- O Vomiting
- O Strep Throat
- O Thrush
- O Mouth Sores
- O Head Lice
- O Reddened/Draining Eyes
- O Skin Rash
- O Bumps on Hands, Feet and/or Throat
- O Diarrhea
- O Chicken Pox
- O Diagnosis of a communicable disease by a healthcare professional with no medical documentation that the child is no longer contagious
- If a child is suspected of having a contagious condition, a parent or authorized pick-up person must arrive at the childcare center as soon as possible, but not to exceed 1 hour after being called.
- Illness reports will be generated and must be signed and dated by both a Kids Developmental Care Center staff member and a parent.
- A child must be fever free and symptom free without the use of fever relieving or other medications for a period of 24 hours before they will be allowed to return to the center.



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- If a child is diagnosed as having a contagious condition, parents will be asked to notify Kids Developmental Care Center as soon as possible so we can alert other families. Confidentiality will be upheld.

- The exclusion of an ill child from care is determined by:

- Whether or not the child can participate in the activities planned for the day in his/her classroom/age group

- Whether or not the child requires more care than the staff can provide without compromising the care needs of the other children at the center

- Whether keeping the child in care will pose an increased risk to other children and adults at the center

Medical Emergencies

- At Kids Developmental Care Center, precautions will be made to minimize accidents and ensure the safety of the children. If an injury occurs, after tending to the child, the parent will be contacted depending on the severity of the injury.

Parents will need to sign an incident report for all injuries, no matter the severity, when the child is picked up.

- For an illness or injury that requires the immediate attention of a health-care professional, Kids Developmental Care Center will:

- Contact emergency medical services

- Give the child first-aid treatment or CPR when needed

- Contact parent of child

- The Director (or designated person in charge) will go with the child to the emergency room if necessary and assign someone else to be the designated person in charge in their absence

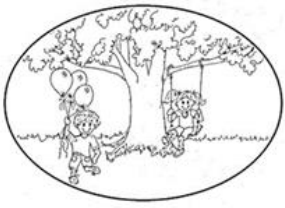
- If your child has different needs a written notice must be provided by a medical doctor or the child's primary care physician.

Dispensing and Handling Medication

- Kids Developmental Care Center will administer medication when parents give prior authorization. Parents need to complete and sign a medical authorization form. A single dose of medication can be administered with phone approval from the parent.

- Authorization to administer medication expires on the first anniversary of the date the authorization is provided.

- Kids Developmental Care Center is not authorized to administer medication in excess of the medication's label instructions or the directions of the child's health-care professional.



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- Parent authorization is not required to administer a medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, provided that Kids Developmental Care Center administers the medication as prescribed, directed, and intended.
- All medications need to be kept in their original containers with clear instructions for dosage as well as accurate demographic information.
- Over the counter medications must be sealed and kept in their original containers. We must have either a Doctor's note stating dosage for over the counter medication or the medication must be prescribed by a physician. Over the counter medicine will only be administered if it is to prevent a more extreme condition, for example, Benadryl given to prevent anaphylaxis.
- All medication will be stored out of reach from children
- Medication will be stored so it does not contaminate food
- Kids Developmental Care Center will refrigerate medication (if applicable)

Parental Notifications

Kids Developmental Care Center will review the Operational Policies annually and may choose to update the Operational Policies and Procedures. The most recent version will be provided via email and in person for parent to sign. You can access the Texas Department of Family and Protective Services Minimum Standards for Child Care Center through their website at <https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing/minimum-standards>

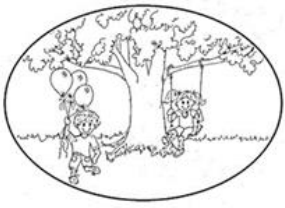
Kids Developmental Care Center will provide a parent survey annually. We encourage families to complete the survey. Suggestions and survey results will be integrated into the program when applicable.

Screen Time Policy

Students 2 years and older will be limited to no more than 30 minutes of screen time in the morning and 30 minutes of screen time in the afternoon. This would include any electronic devices, i.e., computers, televisions, tablets, ect. All screen time material will be directly related to the curriculum and will be educational in nature. For resources on how you can manage screen time at home, visit our waiting room resource area or upon parent request.

Discipline and Guidance Policy

- Kids Developmental Care Center will use positive methods of discipline and guidance.
- Discipline will be individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control.



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- A caregiver will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, 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

- 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

- Kids Developmental Care Center will not use harsh, cruel, or unusual treatment of any child.

- We will encourage each child to make appropriate choices and sometimes use the "calm down" area for children to take a moment away to calm down. Staff are trained to help children with practices that help them calm down, process choices and redirection.

Challenging Behaviors

In cases where there is an issue with constant inappropriate behavior, parents will be required to:

- have ongoing conversations with teacher and director to express behavior concerns
- collaborate with teachers and director on strategies to address challenging behaviors

- Discussions will be framed around the objective of the program

- Families will be informed of their child's progress

- In the event of chronic misbehavior resulting in injury to other children or causing a major impediment to the academic progress of the class, a child may need to be picked up. This will be at the discretion of the director.

Suspension and Expulsion

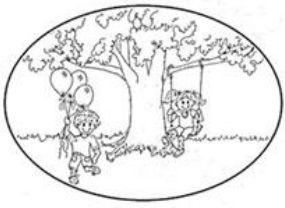
Kids Developmental Care Center has the right to remove a child from care in the event of violations per code of conduct or operational policies.

Transportation

Kids Developmental Care Center will not provide transportation of any kind however transportation arranged by parents by local ISD will be permitted.

Immunization Requirements

Kids Developmental Care Center is required to obtain a copy of the child's immunization record as specified by the Texas Department of State Health Services. The Immunization record needs to be up to date prior to admission to the Center program.



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Hearing and Vision Screening Requirements

- Hearing screenings will be available to children participating in our program per parent request.
- Children who are 4 years old by September 1st are required to have a current hearing and vision screen.
- If a child is enrolled and does not have current screening they must have it completed within the first 120 days of admission.
- Parent will be responsible for providing proper documentation of hearing and vision screens.

Enrollment Procedures

To enroll children into Kids Developmental Care Center, parents can either complete the registration form online at www.kidsdcc.com or at the center. The items listed below must be completed before enrollment:

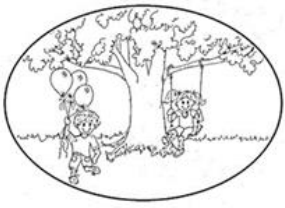
- Registration Fee
- Immunization records
- Statement of Child's Health from a health-care professional
- Emergency contact information
- Contact information for persons other than a parent to whom the child may be released
- Contact information for the child's physician or an emergency-care facility
- Special care needs and allergy information
- Operational Policies form, signed by parents
- Media Release form, signed by parents
- Tuition Agreement
- Infant Care Sheet (for children under 12 months)
- Contact information of school for children attending half day programs such as PPCD

Withdrawal

A minimum of two weeks written notice given to the director is required. This can be done in person or through email to kdccinfo@gmail.com. Tuition for these two weeks is required, regardless of attendance.

Water Activities

Water activities will be limited to splash pad play if authorized by the parent on the admission form. Splash Days will be every Friday during summertime. All children will be able to play in the water activities for 30 minutes. Please make sure you bring your child in their swim clothes and water shoes (must have closed toes and backs). Make sure they have a towel and full change of clothes with them. Please do not have a child with a water diaper at drop off. Please provide a water diaper by placing it in your child's bag.



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Field Trips

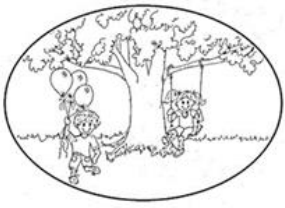
Kids Developmental Care Center will not participate in field trips or off site outings.

Animals

Because of the health and safety concerns pets may not be brought to school without Directors advanced consent. When picking up or dropping off your child please keep pets in the vehicle.

Promotion of Indoor and Outdoor Physical Activity

- Kids Developmental Care Center will promote all children’s active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.
- All children will participate each day in:
 - Two occasions of active play outdoors when weather permits.
 - Two or more structured or teacher-led activities or games that promote movement over the course of the day.
 - Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.
- Physical activity may take place in the classroom or on the playground, when weather permits. Kids Developmental Care Center will follow Child Care Weather Watch.
- When participating in physical activity, children’s clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.
- Examples of appropriate clothing/footwear include:
 - Gym shoes or sturdy shoe equivalent
 - Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.
- Examples of inappropriate clothing/footwear include:
 - Footwear that can come off while running or that provide insufficient support for climbing.
 - Clothing that can catch on playground equipment, such as those with drawstrings or loops.
- When weather conditions prohibit outdoor play, physical activities will occur in the classroom.



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Procedures for providing and applying Insect Repellent and Sunscreen

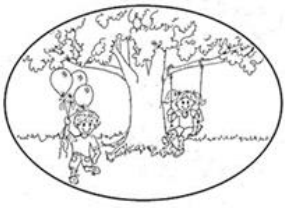
- Our school staff follows state recommended guidelines when applying sunscreen and insect repellent to children. The following over the counter topicals can be administered by Kids Developmental Care Center:
 - Diaper Rash Cream
 - Sunscreen
 - Insect Repellent
- By providing diaper cream, sunscreen or insect repellent labeled with your child's first and last name to teacher, you are consenting for administration. If the instructions state that the item is not age appropriate for the child, we must have physician's note to administer it. Topical medicine must remain in the original container and be clearly labeled with the child's first name and last initial.

Parent Participation

- Kids Developmental Care Center understands parental involvement is a crucial component to the success of a child's educational achievement. Parents are their child's most important teacher. Research has proven that children are more successful learners when their parents are actively involved in their learning, both at home and at school. To support parents, we encourage families to be involved in their child's educational process. Kids Developmental Child Care Center offers an open-door policy, allowing parents to visit and participate in our programs at all times, fostering a sense of openness and inclusion.
- Parents are expected to participate in scheduled student conferences as requested by the Center.
- Parents are encouraged to request teacher/staff conferences with them as parents feel the need to meet.
- There will be numerous events throughout the year in which parents will be invited to participate. These events will be communicated through flyers or through Brightwheel. Some of these events include Muffins with Mom, Donuts with Dad, Thanksgiving picnic, Christmas party, and graduation.

Brightwheel

Kids Developmental Care Center utilizes the "Brightwheel" app to communicate daily with our parents. Immediately after enrollment, please go to your app store and download Brightwheel for free. If you do not have the app, we will not be able to send you information on your child's day and what they may need. Kids Developmental Care Center will be able to provide each parent with a unique access code that will be needed before Brightwheel can be used. We will post daily activities including eating, diapering and napping as well as pictures and video of your child during the day. You must check Brightwheel every day to ensure that your child has everything they need. You may update your contact information at any time in the Brightwheel system. Please also communicate any changes with the front office staff.



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Discussing Policies and Procedures

Parents are welcome to contact Kids Developmental Care Center’s Director Bethany Dibble with any questions or concerns that they have regarding their children’s care at our center or about the center’s policies and/or procedures. Meetings are best scheduled by sending an email to **bethany@kidsdevelopmentalclinic.com**.

Gang-free Zone

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Emergency Information/Updating Contact Information

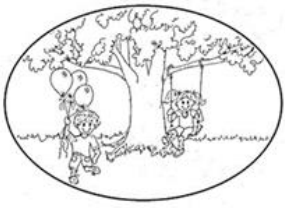
In the event of an emergency, Kids Developmental Care Center will make an immediate attempt to contact the parent and other emergency phone numbers. Please ensure that all contact information is up to date. You can update your contact information at any time on the Brightwheel app. or by requesting an Emergency Form from the front office. Administrators will update changes immediately.

Emergency Preparedness Plan

Below is the Emergency Preparedness plan designed for Kids Developmental Care Center:

Fire: In the instance of a fire the following steps would be taken by the role indicated

Role	Steps Taken
Caregiver	<ol style="list-style-type: none"> 1. Caregiver will gather children 2. Caregiver will safely escort the children out of the building using the closest exit. 3. All classes will meet at the back fence (if it is safe) If it is unsafe to be located behind the building the Caregivers will safely escort the children to the empty lot as far back as required to remain safe 4. Children under the age of 24 months and/or not walking will be placed in an evacuation crib and transported out of the building safely 5. Attendance will be taken once outside of the building and again if it is necessary to relocate in the empty lot
Administrator/Director	1. Administrator will be responsible for



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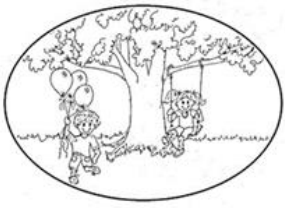
	grabbing the Emergency Binder, First Aid Kit, Medication Box, Brightwheel device, and cell phone 2. Administrator will check each room and bathroom and close doors 3. Administrator will exit building 4. Administrator will check classroom numbers with lead teacher 5. 911 will be notified 6. Parents will be notified and provided additional instructions
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Shelter in Place: In the case of the need to stay put due to tornado, chemical hazards or otherwise notified by authorities the following procedure will be followed.

Location:	Children will be taken to the interior hallway
Emergency Supplies:	<ul style="list-style-type: none"> • Emergency/First Aid kit can be located in the front office under the printer • Flashlights can be found in all rooms hung by the frame of the door • Cell phones will be brought to hallway for easy use • Emergency Contact Sheets kept in the Emergency binder • Brightwheel Device
Notification:	Parents/guardians will be notified once the immediate threat has passed.

Evacuation: In case of the need to evacuate our site, the following procedures will be followed:

Evacuation routes/exits:	Exits can be located at the back of the building, front of the building, and out the infant room classroom. All windows are operable and can be used as exits if required
Evacuation Infants/Toddlers:	Children will be evacuated together using evacuation crib or stroller.
Notification:	Once all children are safely evacuated <ul style="list-style-type: none"> • 911 will be called • Parents will be notified of the evacuation



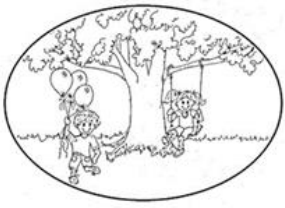
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Emergency Kits/Information:	First Aid Kit, Emergency Binder, Brightwheel application, and medications will be taken when possible by the Administrator/Director or Lead
Evacuation Sites:	<p>Inside of Neighborhood (Fire) Gas Station Empty Field immediately across from the building</p> <p>Outside of Neighborhood: Kids Developmental Clinic: (located at Spencer Highway/Bayshore Blvd in front of Bayshore Hospital) 3333 Bayshore Blvd. Suite 320, Pasadena, Texas 77504 Phone Number: 713-910-5437</p>
Transportation to Evacuation Locations:	<ul style="list-style-type: none"> • Children will be pushed in portable crib or strollers to the neighborhood evacuation site (200 yards from building) • Children will be driven using Emergency Transportation provided by the City of Pasadena to Kids Developmental Clinic

Parent Reunification: In case of the need to evacuate or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians (or other contacts designated by parent/guardian) as soon as it is safe.

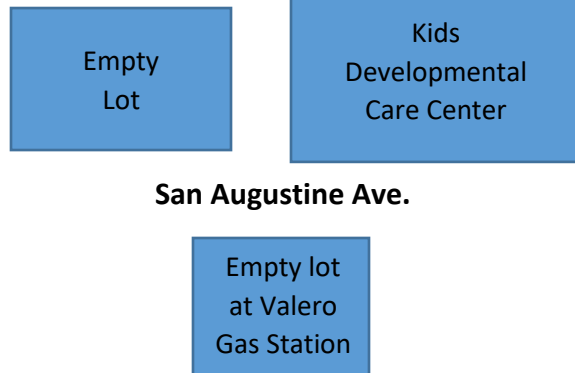
Notification:	<ul style="list-style-type: none"> • Parents/Guardians are provided: <ul style="list-style-type: none"> -Information on each evacuation site -Contact information for Bethany Dibble • Parents/guardian contact numbers are: <ul style="list-style-type: none"> -Stored in the Brightwheel App -Stored in the Emergency Binder
Release:	<ul style="list-style-type: none"> • Children will only be released to contacts listed on the child's form with proper identification.

- Evacuation routes and relocation plans are posted in every room.



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Kids Developmental Care Center Evacuation Plan



Abuse and Neglect

Kids Developmental Care Center will ensure annual training is completed by employees to prevent and respond to abuse and neglect of children. Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. To make a confidential report, you can call the Texas Abuse Hotline toll-free at 1-800-252- 5400 or through their secure web site at www.txabusehotline.org. For additional information from the Texas Department of Family and Protective Services on reporting abuse, neglect, or exploitation, visit:

http://www.dfps.state.tx.us/contact_us/report_abuse.asp

Embracing Diversity

We do not discriminate against children parents, coworkers, for any reason. This includes but is not limited to race, color of skin, religion, creed, gender, disability, military status, or national origin. All are welcomed at our facility.

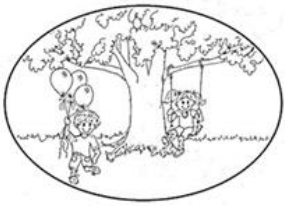
Vaccines- preventable diseases for Employees

- Employees of Kids Developmental Care Center are not required to receive any additional vaccines as a condition of employment.
- Employees will be requested to undergo TB testing or appropriate assessment for TB every 2 years.

Local Child Care Licensing Office

1330 E. 40th
Houston, TX 77022
713-287-3238

Tuition and Fees



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Tuition is based on facility and staffing that we must have available in order to properly care for your child. Therefore, if your child does not attend for any reason, tuition is NOT reduced. No reduction is given for unexpected closings, holidays, severe weather closings, or absences. Tuition is payable in advance and due every Monday. Payments are considered late on the 1st working date after the due date. A fee of \$5.00 will be assessed for each day payments are received late. Your account must be up to date by Friday of each week or admission will be revoked. A tuition agreement will be provided upon enrollment so that there is no confusion of tuition policies. All tuition must be paid through the Brightwheel app.

Kids Developmental Care Center closes promptly at 6:00 pm. Parents arriving after 6:00 pm will be assessed the following fine:

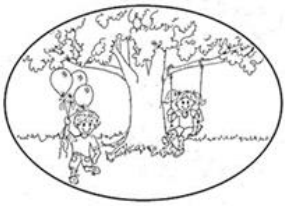
- \$1.00 per minute past 6:00 pm based on Kids Developmental Care Center's office clock.
- If multiple children in the same family are present after 6:00 pm, the fine will be per child.
- Late charges will be due the following day.

Refund Policy

Registration fees are non-refundable. Paying a registration fee allows us to hold a spot for your child which means not accepting another student. Tuition is due year round regardless of attendance to remain enrolled. If tuition is paid in advance and a student unenrolls before using all tuition, that tuition will be refunded. If the student wants to remain enrolled, tuition is due every week, regardless of attendance.

Vacation

Students enrolled full time will receive 2 weeks of free vacation after 6 months of enrollment. Vacation weeks are available to families who have attended Kids Developmental Care Center without any breaks in tuition.



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Parent Acknowledgement

I _____ acknowledge that I have received the Kids Developmental Care Center Operational Policies. I have read and understand Kids Developmental Care Center Policies and Procedures. (Updated 8/14/23)

Parent Signature

Date

Student's Name