

First Kids Academy Parent Handbook

THE WOODLANDS FIRST BAPTIST CHURCH



11801 Grogans Mill Rd - The Woodlands, - TX 77380 - (281)367-8199

Updated October, 2023

Please do not hesitate to contact us if you have questions about the information in this handbook, or if you need information that is not included in this document.

Welcome!

Thank you for choosing First Kids Academy (FKA) to meet your family's need for childcare and preschool/kindergarten education. We are happy to be of service to your child and your family. The Parent Handbook will provide a great deal of information about our policies and procedures and should be a helpful reference tool while your child attends FKA.

We strive to give your preschooler the loving care and guidance that children need in their early formative years. Our goal is to help each child with his/her intellectual, emotional, social, physical, and spiritual development. As a parent, you are cordially invited to visit us, ask questions, and make suggestions. The best assurance for the success of your child's experience with us is close communication and cooperation between parents and staff.

First Kids Academy is licensed by the Department of Family and Protective Services (DFPS) of the State of Texas. We undergo regular, unscheduled inspections by the DPRS as well as by the Montgomery County Health Department and the local fire marshall. We follow state and federal guidelines in all the prescribed areas of health and safety standards. In addition, the state of Texas requires all workers of licensed child care centers to pass thorough background checks which include a fingerprinting check.

A copy of our most recent licensing inspection report, as well as a copy of the state's minimum standards, is available for review at the reception front desk.

BACKGROUND INFORMATION

In 1976, after careful deliberation, preparation, and prayer, The Woodlands First Baptist Church established the Child Development Center to meet the community's need for quality childcare and preschool education. The Child Development Center is acknowledged in the community and surrounding areas as an outstanding place for children to grow and learn. In January 2011, the Child Development Center changed its name to First Kids Academy.

First Kids Academy continues to operate under full sponsorship and authority of The Woodlands First Baptist Church, functions under the policies and guidelines of the church, and is considered a non-profit organization. The center's director supervises the daily operation of the Academy and serves on the ministerial team of the church.

Mission, Vision, and Core Values

Mission

At First Kids Academy, we work to give EVERY child a stimulating learning environment in which they can flourish and thrive emotionally, socially, and academically. Our goal is to focus on the whole child by giving children multiple modalities to learn each day. We are also committed to serving families by providing a safe environment for their children, along with providing the family with appropriate support and encouragement. We work as a team to accomplish these goals and ensure that our facility continues to meet and exceed the Minimum Licensing Standards set by the Licensing Division for Texas Department of Family and Protective Services.

Vision

To provide a Christ-centered, safe, and educational facility in which ALL preschoolers can learn and grow, while at the same time providing parents with the assurance and confidence that their child is being loved and cared for.

Core Values

- **Christ-centered:** We exist to be a ministry to the community. To be a place where preschoolers can learn that they were uniquely created by a loving creator. From Chapel, to praying before meals, to incorporating Bible stories and lessons into classroom curriculum, we strive to teach our students about the love of Jesus and God's Word.
- **Quality Care and Trust:** As a school, we strive to exceed the Minimum Standards for Childcare Centers set by Child and Protective Services for the state of Texas. We also know that providing excellent, consistent care to children builds trust with families, as we care for their children through those important early stages in life.
- **Lifelong Learning:** We value life long learning, for not only our students, but also our teachers and administration. All teachers prepare lesson plans for the week, and work towards objectives set at the beginning of the year. Our 3s and 4s classes follow a curriculum that is aligned to national and state standards for education. Additionally, we provide our teachers with 12 hours of quality continuing education each year, no matter if they have been working 1 year for us or 20!
- **Relationships:** As a school, we value the relationships that we have with our parents and families. We work to grow positive relationships with new families and work to maintain relationships with current families, in order to grow trust and build a sense of community within the school.

SERVICES PROVIDED AT FKA

Childcare / Preschool: The center is open from 7:00 AM - 6:30 PM Monday through Friday. Childcare is provided for babies as young as six-weeks old through five years old.

- For breastfeeding moms, we have a comfortable nursing room available during our hours of operation. We are happy to refrigerate breast milk for your baby; simply leave written instructions with your child's teacher.
- Preschool instruction is embedded in the full day childcare experience.

Part-time Preschool: Part-time classes run from the week Conroe ISD (CISD) starts school until the week prior to Memorial Day. They meet when CISD schools are in session and take breaks when CISD is closed.

We provide a part-time preschool program for ages 18 months to pre-kindergarten that is available from 8:30AM to 2:30PM. We have multiple options, including 2 day, 3 day, 4 day, and 5 day options. Space is limited for each option.

Drop-in Care is provided for FKA siblings and schoolers (i.e. children previously enrolled in FKA). Drop-in care is available for those who need care due to scheduled school closures such as teacher inservices and holiday breaks. Please consult the current rate sheet for this fee.

Summer Programming

Toddlers through PK:

- Children often remain in the same classroom with the same friends throughout the summer. ● Teachers may change as they are needed to help out in various classrooms throughout the summer. ● Classrooms remain structured in nature, but are more relaxed than during the school year. ● Older toddlers, preschool, and pre-kindergarten classes enjoy a “splash day” twice a week along with other fun activities associated with our summer units.
- Tuition remains the same for these age groups.

Schoolers:

- Summer Camp is available for those you have finished kindergarten through fourth grade. This is a full day, full week program where children are kept busy with field trips, swimming at Sawmill Park, recreation time, reading club, Bible study and more!
- Daily, age-appropriate activities are planned and executed by the teachers.
- Summer prices differ from our usual tuition prices; rates are posted in early spring. ● FKA uses a small bus / van that meets the federal motor vehicle safety standards to transport school aged students for field trips. Children are required to wear their safety belt at all times and they load and unload curbside or in protected parking areas. Our driver signs in each student as they load the bus, and the number of students is then verified once the bus returns to FKA.

DAILY OPERATIONS

Hours of Operation

7:00 AM - 6:30 PM, Monday through Friday

Holidays / Center Closings

A complete list of all holiday and in-service closings will be provided at the start of each fall and spring semester and posted outside the classroom at least one week prior to the holiday date. Scheduled closings are listed below and also posted on the lobby bulletin board. If one of the scheduled holiday falls on the weekend, FKA will close on that corresponding Friday or Monday

- New Year's Day
- Good Friday
- Memorial Day
- July 4
- Labor Day

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- Thanksgiving (close early Thanksgiving Eve, Thursday and Friday - closed)
- Christmas (close early Christmas Eve, two days off)
- New Year's Eve (close early)
- Three Inservice / Work Days (January, May/June and August)

In the event of severe weather or national/state emergency, FKA will be closed if the Conroe Independent School District (CISD) is closed. Parents are urged to watch a local television channel for announcements concerning CISD closings. Text alerts are also sent out regarding school closings, but you must sign-up in order to receive these (see details under Parent/Teacher Communication). We do not prorate tuition when FKA is closed alongside CISD or due to power outages, weather issues, or potential national/state emergencies beyond our control; we continue to pay our employees as if they were all at work.

Daily Procedures

Giving your children your undivided attention on the way into school and at pick-up time provides wonderful opportunities for focusing on their interests and needs as well as demonstrating how much you love and value them. Many children enjoy it when their parents spend a few moments in the classroom at the start of the day, but sometimes long good-byes can make a child upset. If this is the case, we recommend parents leave promptly after saying goodbye. In addition we ask that you do not use your cell phone while in FKA or while in the car-rider pick-up line.

FKA has an **Open Door Policy** that permits you to visit at any time; please check in at the front desk and be mindful of the activities in progress. During your visit, you may observe the children from the classroom window; most often interacting with your child mid-day can make it difficult for him/her when you leave again.

We use Brightwheel for signing in and out students each day. Your individual check in and out number code acts as your parent signature. iPads for signing in and out students are provided in each classroom and **MUST** be signed by a parent or authorized adult. This is state required documentation and therefore needs to be signed by an adult, not a child. In order to ensure the safety of all children, please adhere to the expectations defined below:

- Take children to their classrooms; do not allow them to walk in or out of the building alone. • Parents are responsible for their own children on the way to the classroom and once children have been taken from the classroom.
- If the class is not in the room at the time you drop off your child, a note will be posted by the door as to the location of the children. You are to bring your child to that place.
- Please call the center by 8:30 AM if you know your child will not be in attendance. • If you bring your child in after the designated lunch time, you are expected to have fed him/her lunch. • Drop off of children should not occur during the 11:45 AM - 2:00 PM scheduled nap time. • Never leave siblings in the car.
- Because FKA is not responsible for items stolen from vehicles; locking your car is strongly suggested.

At the start of the school day and as the day winds down, classes will be combined and supervised by one teacher. Age groups of close proximity will be combined, and age-appropriate activities will be made available.

Because we keep the main doors locked, you will be given a FOB so that you can get into the classroom area. If your child is in our part-time program, you will be issued one FOB; if your child is full-time, you will be given two FOBs. There is a \$25 deposit per FOB; this deposit is refunded once the FOB has been returned to the school.

Only parents or adults (18 years or older) approved by the parent/guardian will be allowed to drop off or pick up children. If there is a need to deviate from information provided to us (someone NOT on the approved list), you may

- complete an **Authorization for Release of Child(ren)** form which will allow us to release your child to the person you are designating.
- call the Academy (281-367-8199) and give us the name of the person picking up your child; that person will need to show photo ID at the front desk.

You will be called if someone attempts to pick up your child and has not been authorized by you or if we have reason to be concerned regarding pick-up arrangements.

A car-rider pick-up line has been established to assist parents picking up their children at 2:30. Students are brought to the lobby and walked out to their car where parents are then expected to buckle them into their carseat. Parents are asked to keep their child's name card on the front desk while in the car-rider line. Teachers sign out students on Brightwheel when they leave via car-rider line.

Our part-time classes end promptly at 2:30 PM and FKA closes at 6:30 PM. Please be punctual. If a problem arises, call the FKA office as soon as possible so we can prepare our staff and reassure your child. There will be an additional fee for any child not picked up by 2:30 PM or 6:30 PM, depending on the program in which they are enrolled:

- \$2 per minute, per child.
- \$45 per child if later than 15 minutes
- \$45 + \$2 a minutes per child if later than 45 minutes

PARENT / TEACHER COMMUNICATION

All parent/teacher communications need to take place between you and your child's lead teacher. This allows your lead teacher to be directly involved instead of hearing about situations through a second source. If you do not see your child's lead teacher when dropping off or picking up, you may contact her by phone or note on Brightwheel. Setting up a conference with the lead teacher during naptime is also an option. If the issue/concern is not resolved after talking with the teacher, please make an appointment to talk with the director or assistant director.

Teachers send home monthly newsletters that explain the month's education focus and unit themes. They will also inform you about upcoming classroom events. Additionally, around the first of every month, FKA will email families a school newsletter; this is also posted on the board in the main lobby. Parents will also be emailed regarding upcoming events and the specific details they need to know .

Every classroom has a board on which lesson plans, the class schedule, birthday lists, student allergies and other pertinent information is posted. Please ask the teacher to show you this board so you can reference it as needed.

For special (emergency) notices, we highly encourage parents to sign up to receive text message alerts. These will be used sparingly. To sign up for this service text 94033 and type JOIN FKA; simply follow the instructions from there. Email notifications will be used to communicate classroom news or non-emergency information from the office.

Formal Parent-Teacher conferences will be held in the spring of each year for children in the four classes. Teachers will set up times to meet with parents and share their insights on the growth and well-being of your child. Please feel free to set up a parent-teacher conference at other times as needs arise, regardless of your child's age.

CURRICULUM

Christian Education: The children at First Kids Academy learn about God and Jesus through Bible stories, Biblical application, Bible verses, prayer and weekly chapels. Although the curriculum at FKA is Bible-based, it is not Baptist in nature.

Frog Street Curriculum: We use the curriculum Frogstreet for our educational program. The educational program provided is based upon early childhood principles of growth and development and includes age-appropriate activities suited to the needs and abilities of the individual child. The skills and concepts taught vary by age but always aim to enrich a child's life through exploration, language development, and problem-solving opportunities. Learning centers are well-planned, purposeful, and playful; they are utilized throughout the day to allow children some free-choice while reinforcing the skills and concepts teachers have taught.

Chapel

Children in our threes, and fours' classes attend chapel on Monday and Thursday from 8:45 - 9:15 AM. First Kids Academy has a chapel in a large room designed for children's worship; it is located in the Atrium. Utilizing this space creates a worshipful experience for our children. Chapel is led by our teachers and is a time set aside to praise God with music and learn about Him through short, age appropriate Bible stories.

Parents and family members are invited to join us for chapel, however we ask that anyone joining us signs in at the front desk and sit behind the children. Once the Bible lesson begins, no one will be allowed to enter the worship center as this is a disruption to both the children and the teacher leading the lesson.

Playground

First Kids Academy offers two separate playgrounds. The smaller playground is designated for younger children who are capable of walking on their own (18 months through 3), and our larger playground is for older children (3 years old and up).

The state also mandates, for toddlers and older, that lesson plans include daily opportunities for outdoor play when weather permits. Therefore, we ask that your child(ren) dress appropriately throughout the year. This may mean your child needs to bring a long-sleeved shirt or sweater during cooler months. FKA requires children to wear tennis shoes or other closed-toed shoes while on the outside play equipment.

Parents are to sign a **Suntan Lotion & Bug Spray Permission Form** if they wish their child to have these applied. Parents are asked to apply any lotion and/or spray to their child before bringing them to school, and staff will apply lotion before the afternoon recess time. During the summer, splash days are included twice a week for older toddlers through pre-kindergarten as part of students' outdoor playtime.

Snacks and Meals

First Kids Academy provides a cold breakfast for those students who arrive between 7:00 AM and 7:45 AM. At 7:45 AM, all breakfast items are put away. Snacks are provided in the morning and again in the afternoon. Our lunchroom is located across from the large kitchen in the church's main building. Children are provided hot lunches Monday through Thursday, with Fridays being sandwich days.

Children who bring their own lunches may also enjoy that day's "hot" meal provided they first eat the lunch brought from home. Menus are available at the beginning of each month; a hard copy can be picked up at the front desk. When a calendar date on the menu is marked "party day", our kitchen will be closed. On these special days your child's teacher makes arrangements for snacks and lunch.

If parents opt to send snacks and/or meals with their child, the parent understands FKA is not responsible for its nutritional value or for meeting the child's daily food needs.

FKA is a "peanut-free" environment.

Special Events

Throughout the year, special events (i.e. class parties, Fall Festival, etc) and in-house field trips are planned for our classes. Children enrolled in the part-time program are always invited to join their class for these events if the event does not fall on their designated day. However, children attending the event on one of their "off" days should plan to attend the event only and not stay the entire school day; a parent is also required to stay with their child.

BEHAVIORAL ISSUES

General Discipline

By understanding FKA rules and expectations, parents can reinforce these behaviors at home. A respectful attitude towards teachers and staff is expected at all times. Parents are encouraged to provide teachers with any information that may help them in regard to a child's behavioral issues. There are instances in which the teacher may need parental assistance and follow-through in solving a behavioral problem at school. In some instances, a plan of action will be designed by the teacher, director and parents in an attempt to correct negative behavior.

First Kids Academy reserves the right to request the withdrawal of a child who cannot adapt to the school's expectations, whose behavior is a detriment to the other children in our care, or when FKA deems the child's placement in our center is not accomplishing the goals of our program.

Biting

Biting and saying "no" to practically everything is a normal stage that many toddlers go through as they seek to increase their independence. When a child bites another child, we give our attention to the bitten child by

soothing their hurt feelings, comforting the child, and treating the bite area (washing with soap and water, applying ice if needed). If the skin is broken we will notify the parent immediately. The child who is biting will be closely supervised and when we are concerned he/she may bite again, we may put him/her in a high chair or crib or, if possible, provide him with a shadow teacher to prevent further biting.

A written report is given to both parents informing them when their child has been bitten or when their child has bitten someone in the class. The identity of the child who is biting will be kept confidential.

Potty Training

At FKA potty training traditionally begins once children are in one of our older toddler classrooms (two-years of age), when they consistently remain dry during naptime and when they begin showing an interest in sitting on the toilet.

Once potty training begins,

- children are encouraged not to use diapers or pull-ups.
- parents are to provide lots of panties or underwear.
- children should wear plastic pants over his/her training pants, panties, or underwear.

Toys

Toys, games, electronics may be brought only on special days planned by the teacher and/or by “schoolers” enrolled in our summer program. Children may have small, soft toys such as stuffed animals, to be used during naptime only. Please label all naptime items used for cuddling.

ENROLLMENT

All families applying for enrollment at FKA will be accepted without regard to race, religion, sex or national origin. It is recommended that you tour FKA prior to enrolling; we prefer to give tours Monday through Friday from 8:30 AM -11:30 AM. However, if this does not work for you, please call the FKA office and we can make other arrangements. Visiting the center will allow you to get a first-hand feel for the environment and help you in deciding if FKA would be a good fit for your child. Re-enrollment typically occurs the first of the year with new enrollment opening in early spring.

Policy changes and rate increases will be communicated to parents via email at least one month prior to the implementation of any change. These changes will also be updated in the Parent Handbook once a year.

Registration

The requirements listed below must be completed at least two business days prior to the child's first day of attendance:

- The **Registration Form** must be completed and signed.
- The **Permission Form**, all three sections, must be signed regardless of your child's age. This is a state requirement because buggy rides outside are considered a “field trip” and summer splash days are viewed as “water activities.”
- An **Allergy Plan** (with doctor's signature) if your child has a diagnosed allergy.
- A **Physician's Health statement** and current **Immunization Records** must be turned in. If necessary,

these pages may be left with your physician and FAXed to us at 281-367-5980. Note: ○ if your child is enrolled in public school, you do not have to provide a copy of your child's shot records. Simply check the box on page 2 and make a note of the child's school name and address. Please sign and date that notation.

- write "none" under Allergy/Medical Information if your child does not have allergies; do not leave any of these areas blank.
- if you prefer to be exempt from immunizations for reason of conscience, please pick up the **Exemption Affidavit Form** from the front desk.
- be sure to update this information as needed.
- A signed copy of the **Parent Handbook Acknowledgement Page**; this is located at the end of the parent handbook and your signature verifies you have read, understand, and agree to follow the policies and procedures of FKA.
- A yearly, non-refundable registration fee must be paid. This fee is not applied toward tuition.

Children enrolling at FKA will be placed in the classroom appropriate to his/her chronological age. Movement to another class typically takes place in the fall of each year (with the exception of those in the baby or toddler rooms). A child's date of birth, as of September 1st, determines class placement. FKA will make every effort to help children through their transition periods and accommodate the needs of all children. FKA reserves the right to dismiss a student for any reason during a child's enrollment; this is done at the sole discretion of the school director.

Withdrawal

A two-week written notice is required when a family intends to withdraw their child(ren) from FKA. Failure to give two weeks' notice will result in charges being assessed.

FKA reserves the right to terminate a child's enrollment for the following reasons:

- Non-cooperation of a child or parent.
- Delinquency in payment of tuition or other fees.
- Recurring tardiness in picking up children.
- Inability of child or parent to adjust to First Kids Academy (see also General Discipline)
- A potential health or safety risk to the child, other children or staff are not being met.
- The best interests of the child, the other children or the staff are not being served.
- When FKA is not equipped to meet the specific needs of a child (academic, physical, emotional etc.)

Typically FKA will provide a written notice at least one-week prior to enrollment termination; however, the director reserves the right to immediately terminate enrollment if circumstances are warranted.

Payments

First Kids Academy is a non-profit ministry for the children and families of our community. Tuition is based on a fifty-two week, yearly operation. The child's tuition, both for year-round and part-time students, has been figured to compensate for the days the Academy is closed, i.e. holidays and teacher training work days. Tuition is due each month the child is enrolled in FKA; it is due whether the child is present or absent.

The Academy regulates all tuition, registration, and supply fees. Rates are reviewed annually and any

changes in tuition are carefully considered and will be announced as early as possible, typically four to six months in advance. (See last page for current rate sheet.)

- Billing falls on the first of each month.
- Tuition can be paid in full on the first or it can be divided into two payments: one payable on the 1st, and the other payable on the 15th.
- Late payments are subject to a \$25 charge. Payments are considered late if they are received any time after the 5-day grace period. (i.e. after the 20th of each month)
- A sibling discount of 10% is applied to the second and third child of the same family. The discount is applied to the lesser tuition fees.
- Parents will be billed an additional fee if they are late in picking up their child(ren) at the end of the day. See “Daily Procedures”
- If your account becomes delinquent, please contact the director to make arrangements to rectify the problem. If this does not happen and the account is past due one and a half months, your child may be withdrawn from the program.
- Charges for a returned check include a \$35 handling fee as well as a \$25 late payment fee.

How to pay?

We have three different options to pay. Check, cash, or online through Brightwheel using a bank transfer. Brightwheel allows for automatic bank transfers to be set up. However, there is a \$0.60 processing fee. If you wish to not pay this fee, cash and/or check are still an option for payment. We do not accept credit or debit cards.

Custodial Arrangements

The parent who has engaged FKA as his/her child care provider has continuing responsibility to inform us of the legal status of all parties involved and any subsequent changes in custody status. The enrolling parent or legal guardian will be asked to certify the instructions for releasing the child from the center so that FKA can act in direct accordance to the law and parents’ rights. FKA requires a written copy of the portion of the divorce decree that outlines custody arrangements. If either parent is prohibited from picking up the child, a court order must be added to the child’s file.

FKA will abide by all legally served court orders. We will communicate to the parent or legal guardian when a court order has been served to us. Our staff will do their best to follow all custody guidelines set forth in divorce decrees and other legal documents. We depend on parents to keep us informed as changes occur.

MEDICAL INFORMATION

Required Immunizations

The state of Texas and Department of Protective and Regulatory Services require the following immunizations and examinations for all children enrolled in a state licensed childcare facility:

- HepB
- Polio

- DPT or DtaP
- Hib
- MMR
- Varicella (chickenpox)
- HepA
- PCV

Immunization records must be provided at least two business days prior to the child's first day of school. All immunization records for toddlers and preschoolers must be kept current; parents are to submit copies of all shot records as new immunizations or booster shots are administered. If you prefer to be exempt from immunizations for reasons of conscience, please complete and submit the **Exemption Affidavit Form**.

Texas also mandates that all children 4, 5, and 6 years old have their vision and hearing tested. This can be done through your child's physician or through FKA. Each year we provide speech-language, hearing and vision screening for a nominal fee.

FKA does not require staff to turn in their immunization records nor are they required to get annual flu shots.

Illness

Children who are ill may not attend school; parents are to adhere to the following sickness policy. Children may not attend school when they have

- a sickness considered contagious
- an axillary (armpit) temperature of 100.4 or more (a child must be fever-free without medication for 24 hours before returning to school)
- persistent diarrhea
- vomited within the last 24 hours
- itchy, discharging eyes
- an infectious-looking skin disorder
 - any communicable disease including chicken pox, lice, etc. Please note: the state requires parents notify FKA if their child develops a communicable disease so that parents of other children in the classroom can be notified. Always ask your physician if your child's condition is communicable.

FKA reserves the right to send children home when the following symptoms become evident: cold, fever, severe coughing, skin rash, or sore throat. If parents are called, arrangements should be made so the child is picked up within 45 minutes. Parents are encouraged to consider the health of their child as well as the health of others in the classroom.

All children must be fever free, vomit free, and diarrhea free for 24 hours before returning to the Academy. A doctor's note will not allow your child to be re-admitted before the 24-hour period is over. When a child returns to school, he/she must be able to participate in all classroom activities, including going outside to play. If your child is not well enough to do this, he/she should stay home.

Children with known allergies must have an Allergy Response Plan turned into FKA. This form must be signed by a doctor. Children with allergies will have their name posted in the classroom with their specific allergy listed near their name; teachers will keep a copy of the Allergy Response Plan in their clipboard.

Medications

Prescriptions, *over-the-counter medicine, nebulizers and breathing treatments must be accompanied by a completed and signed **Medication Permission Form**, which can be obtained at the front desk. If medications are ongoing, a form must be filled out every Monday morning for the week. All medications are kept at the front desk and given by the front desk staff. Medications must be in their original containers with the child's name clearly written on the label. Medications must be current and may not have passed their expiration date.

If an over-the-counter medicine is not recommended for the age of the child taking it, a doctor's note approving the administration of the drug and dosage must accompany the medication.

*Tylenol and other forms of acetaminophen are not administered to children. This type of medicine masks a fever and for this reason is not administered at FKA.

Accidents/Injuries & Medical Emergencies

If an accident occurs, FKA staff will attend to the child's needs immediately. If the injury or accident warrants, parents will be notified immediately. An **Accident Report** will be filled out as soon as possible and parents/guardians will receive a copy of the report. If the accident/injury is minor and occurs during the late afternoon or end of the day, staff may elect to notify the parent verbally and provide paperwork the following workday. The **Accident Report** must be signed by a parent/guardian and kept on file at FKA.

In all emergencies dealing with accidents, injuries or illnesses, we will make sure the child receives the necessary emergency treatment. The authorization for emergency treatment is part of the enrollment packet and must be signed upon enrollment.

SAFETY

The safety of our children takes precedence in all decisions made by FKA staff. In the event of an emergency that warrants evacuation, we will enact the Relocation Plan described below. Parents will be contacted regarding the situation, but AFTER the children are properly cared for.

Should FKA need to be closed for any reason, you will receive a text alert and/or email message. Please be sure to keep your contact information current at all times.

First Kids Academy Relocation Plan

Notification to parents will be sent out via our text messaging service. To join the system text "Join FKA" to 94033



Signs will be posted on both the entrance to FKA and the entrance into Building A (main church building) with locations of where students are located



Students will be moved to the following rooms in Building B:
Bed Babies 1 and 2: Rm 104 Walkers/Toddlers: Rm 108
Twos: 109 Threes and Fours: Rm 105

Building B



First Aid/CPR

All staff at FKA are trained and certified in first aid and infant/adult CPR. First aid supplies are kept in the front office as well in each classroom. Teachers carry basic first aid supplies with them when on the playground, in the lunchroom, on walks, etc.

Drills

The Academy conducts monthly fire drills as well as periodic emergency drills for severe weather such as tornadoes. As required by the state, quarterly Lockdown drills are also practiced. All of our children, regardless of age, participate in these drills. Evacuation maps are posted in each classroom. Please do not attempt to drop off or pick up during a drill.

Safe Sleep Policy (Infants)

FKA follows the guidelines suggested by the Texas Department of Family and Regulatory Services in regard to the napping of infants:

- Babies will be placed on their backs.
- Pacifiers can be used during naps; however, they will not be attached to clothing with clips or strings.
- Items such as pillows, blankets, and stuffed animals are not allowed in the crib.
- The room temperature is set so that babies are comfortable when dressed in light clothing.
- Cribs are fitted with a firm mattress and covered with a tight-fitting crib sheet.

Child Abuse Policy

The law requires licensed child-care centers to adopt and implement a policy addressing sexual abuse and other abuse/neglect of children. Staff is also expected to have at least one hour of annual training in the recognition and prevention of abuse and neglect, as well as the responsibilities and procedure for reporting suspected abuse and neglect.

Any parent who believes their child has been abused, neglected, or exploited must contact the Department of Family Protective Services and report the circumstances, understanding they are immune from civil or criminal liability provided the report is made in good faith. Two ways to report abuse:

- Abuse Hotline (toll-free 24 hours a day, 7 days a week, nationwide) 1-800-252-5400 ●
Report through a secure website: www.txabusehotline.org

Product Safety

The Texas Department of Family & Protective Services requires that all licensing locations post a notice for parents, in a prominent and publicly accessible place, information on how to access a listing of unsafe children's products through the CPS Internet website: www.dpse.gov or www.dfps.state.tx.us. FKA is required

to annually review the U.S. Consumer Product Safety Commission's listing of unsafe children's products. FKA posts the above information, along with other state required information, in the shadow box in the main lobby.

Suntan Lotion / Bug Spray

Parents are to sign a **Suntan Lotion & Bug Spray Permission Form** if they wish their child to have these applied. Parents are asked to apply any lotion and/or spray to their child before bringing them to school, and staff will apply lotion before the afternoon recess time.

Gang-Free Zone

Under the Texas Penal Code (passed in 2009), any area within 1000 feet of a child-care center is regarded as a “gang-free” zone, an area where criminal offenses related to organized activity are subject to harsher penalties.

Private Information

Private information such as phone numbers and home addresses will not be given out to anyone at any time. We respect your right to privacy and aim to safeguard your personal information.

MISCELLANEOUS INFORMATION

Appropriate Dress

Children should be dressed in comfortable play clothes. Because of art projects and outdoor play, children should wear everyday clothing, as compared to dressy, party-type clothing. Girls are expected to wear shorts under their skirts once they are wearing panties. Be sure your child has additional clothing in their cubby or backpack; this includes extra underwear and socks.

Please label all items of clothing with your child’s name.

Children should wear shoes that attach securely around their feet; no flip-flops are permitted. Tennis shoes or closed-toed shoes are required on the outdoor play equipment and should be worn at all times. Shoes are to remain on during nap time; this is a state requirement.

School Pictures and Social Media

Individual student photos are professionally taken in early fall. Should we run a kindergarten program, then graduation photos, individual and group photos are taken each spring. In addition to school photos, our teaching staff will take pictures of children throughout the year. These pictures will be used for our end-of-year slideshow. Please inform the front office if you do not want pictures taken of your child.

FKA has a Photo Policy and a Social Networking Policy by which we expect all employees to adhere. Employees are prohibited from taking photos with their personal cell phones or from posting online any photos of our students. The administration does run a Facebook page for marketing purposes. If desired, please complete the Photo release form in your enrollment packet to allow the administrator to take pictures of your student to post on our Facebook page.

Birthday Treats/Parties

In honor of your child’s birthday, you are welcomed to bring in cupcakes, cookies, party favors etc. to make your child’s day special. Please connect with the child’s teacher who will be able to tell you how many

students are in the class, any food allergies to avoid, and the best time of day for celebrating this birthday. Please do not bring any type of balloon as part of your birthday celebration and remember that FKA is a “peanut-free” environment.

Invitations to parties held outside FKA will be distributed only if there is one for each child in the class. An exception to this rule is if the child is enrolled in a 2-day or 3-day class, then only the children in your child’s “class” would be expected to receive invitations. Addresses & phone numbers of classmates are not released, and staff are not allowed to monitor party sign-up sheets in the classroom.

Cleanliness

Cleanliness is a high priority at FKA. Frequent and vigorous hand washing by our staff and children is enforced, as well as occasional use of hand sanitizer in those classrooms without sinks.

All employees wear disposable gloves when changing diapers, cleaning a cut or bloody nose, removing children’s clothes that have been soiled by blood or body fluids, and when feeding an infant drinking breast milk.

All toys, play equipment, infant beds, nap mats, and table surfaces are sanitized daily with a broad spectrum commercial disinfectant. The diaper changing area and/or pad is sanitized after each use. Toys and play equipment are sanitized throughout the day in our infant and toddler rooms - especially items that have been in a child’s mouth.

No shoes or outdoor footwear of any kind are allowed in our infant classrooms. Instead, we ask parents/guardians to either remove their footwear or wear the shoe covers that are provided outside of the classrooms. Since the floor is a primary play place for our babies, we want to ensure that our floors are kept clean for them.

INFORMATION AVAILABLE TO YOU

The DFPS requires all child-care centers in the state of Texas to maintain and make the following information available for parents/guardians to view:

- a current copy of the minimum standards
- a copy of the most recent licensing inspection report
- instructions on how parents can contact the local licensing office:

Child Care Licensing
2017 N. Frazier C1
Conroe, TX 77301
1-800-252-5400

Information can also be viewed online at www.dfps.tx.state.us