**Private School’s**

**Kiddie Korner**

Parent Handbook

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**Private School’s**

**Kiddie Korner**

Welcome! We are excited that you have chosen to enroll your child in our program! Our commitment is to provide a safe, loving, environment and a quality program for you and your child.

This handbook is given to all parents at the time of enrollment, and is designed to familiarize you with our policies and procedures. Kiddie Korner Private School is licensed by the state of Texas and abides by the Department of Family and Protective Services rules and regulations, in addition to our own policies and procedures.

Involving families in our program is a top priority. This helps build a partnership and help children make the connection between home and the Center. Kiddie Korner Private School serves as an extension of your family and sharing ideas and genuine love for children is of the utmost importance. We encourage parents to visit our center, and our open-door policy allows parents to come and visit unannounced and as often as they choose to, as long as your child is enrolled in the program.

Please make sure you read this handbook thoroughly as it contains important information that will ensure a successful relationship between your family and the Center.

We look forward to partnering with you and again we thank you for choosing Kiddie Korner Private School.

Sincerely,

Yohana Lozano

Center Director

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**SECTION I**

Mission Statement of Kiddie Korner Private School:

*At Kiddie Korner Private School, our mission is to provide child care that meets the needs of each child and family in a safe, educational environment. We Pride our Center’s focus on the individual needs of each child, while providing quality, reliable and safe child care.*

**Nondiscriminatory Policy**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, religion, political party, national origin, sex, age, or disability.

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**Purpose and Goals**

Kiddie Korner Private School welcomes you and your child! In attending our center, it is our hope that your child will develop to the fullest potential physically, mentally, emotionally and socially. Our program, services and activities offered are designed with that goal in mind. Kiddie Korner seeks to provide an environment where parents can feel comfortable and secure leaving their children, knowing they will receive excellent care in their home away from home.

**Times of Operation**

Kiddie Korner operating hours are Monday through Friday from 6:30 a.m. through 6:00 p.m.

**Enrollment Procedures**

1. Parents may either call or stop by the facility to see if there is space available for the enrollment of their child/children. If said space is available then parents are more than welcome to take the Parent handbook, enrollment package, and school supply list with them to be filled out and returned whenever the family is ready for the child to start at the Private School.
2. The Private School enrollment package must be completely filled out upon being submitted, along with all documents including immunization records and turned into the front office. Enclosed in the enrollment package is a health statement that must be taken to the child’s physician stating that the physician authorizes the child to take part in the Private School program.
3. Upon submitting the completed application to the office, the registration fee annually (**from August to the next August**) for each child at the center and first week’s tuition will be due at this time depending on the age of the child/children will determine the amount due. If your child is enrolled in the months of June or July, you will not be required to pay an additional $100 registration fee in August. **REGISTRATION FEES ARE NON-REFUNDABLE.** The first week’s tuition will be prorated depending on the start date, and the following Monday and every Monday thereafter tuition will be the amount stated upon entrance. There is a $5.00 late fee per day added to the tuition if not paid on Monday.
4. **Parents are responsible to immediately notify Kiddie Korner if at any time there is a change of employment, address or emergency telephone numbers.**

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**We Provide Care For:**

The children in the center range from infants starting at (6 weeks) to thirteen (13) years of age. Our fall activity programs include Pre-School and Pre-Kindergarten. We also provide after school pick-up and care for children in public and charter schools in our area.

* Infants- 6 weeks to 12 months
* Toddlers- 13 months to 23 months
* Twos- 24 months to 35 months
* Threes- 3 years to 4 years old
* Fours- 4 years to 5 years (must be fully potty trained)
* After School Ages 5 years to 13 years old

While in our care, your child will have the opportunity to participate in a wide range of activities such as:

**Pre-School:** Emphasis on visual and auditory perception, motor skills, art, constructive play, language development and many more growth-related subjects. Ages 2-3

**Pre-Kindergarten:** Kindergarten readiness with special emphasis on motor skills, language skills, visual and auditory perception, art, constructive play and many more growth related subjects. Age4.

Our classes begin in August and we maintain the same calendar dates for our classes as Dallas Public Schools for the beginning and ending of our school term. At the end of our school term, which is usually the end of May, we begin **our summer Program.**

All education classes **begin promptly at 8:30 a.m.** Pre-K, **must be in class no later than 9:00 a.m.** Pre-School and Pre-K classes end at 11:30 a.m., with extended day care until 6:00 p.m. Children cannot be dropped off at the center before 6:30 a.m. It is important that you pick up your child by closing time; otherwise, it is necessary for Kiddie Korner to charge a late fee of $1.00 for each minute or any part thereof after 6:00 p.m. **PER CHILD.** Late fees are due and payable **before the child/children are accepted back in school.**

**Safe Arrival and Departure Policy:**

All parents must sign their child/children in upon arrival and departure with the time and their initials. The sign in and out sheet is located on the front office on the counter.

**IF AN INDIVIDUAL OTHER THAN THE PARENT/GUARDIAN IS PICKING UP THE CHILD, THE PARENT MUST NOTIFY THE FRONT OFFICE VIA EMAIL OR TEXT MESSAGE. THE INDIVIDUAL MUST SHOW IDENTIFICATION, SUCH AS DRIVER’S LICENSE, PRIOR TO DEPARTING WITH THE CHILD IF THE STAFF ARE NOT FAMILIAR WITH THE IDIVIDUAL.**

**4**

Kiddie Korner provides after school pick-up. Safe rules of travel must be discussed with children, and we will expect these rules to be followed. If for any reason your child is not at school, it is extremely important that you call and let us know by **2:00 p.m. If no notification is made there will be a $5.00 charge added to your child’s tuition for that day.**

**Sick Policy: Regulations Concerning Sick Children**

**Kiddie Korner will not keep ill children.** This means children who are running a temperature of at least 100.4 degrees, vomiting, diarrhea, or any communicable disease or contagious infections. In order for a child to return to Kiddie Korner the following school day the child will need to return with a doctor’s note stating that said child is not contagious. If the child does not have a doctor’s note the child cannot return until the child is 24 hours symptom free, this is to ensure the health of all the other children in the facility.

**PARNETS WILL BE EXPECTED TO PICK UP CHILDREN OR MAKE ARRANGEMENTS TO HAVE THEM PICKED UP.**

KIDDIE KORNER DOES NOT ADMINISTER MEDICATION unless it is an on-going condition, i.e., asthma (which requires an inhaler). All medications are to be kept in the office, along with a medication slip to be filled out by the parent.

Included in the Admission Information you have signed and “Authorization for Emergency Medical Care” form, which provides us with information about your wishes in case of an emergency. It authorizes Kiddie Korner’s Directory, Yohana Lozano, **or a person in charge** to take your child to a physician, or to a hospital or clinic. **If this information should change at any time, it is your responsibility to inform Kiddie Korner of those Changes.**

**\* All staff members are First Aid and CPR certified.**

Employees and caregivers are required to be Tuberculosis free. The **tuberculosis skin test** (also known as the tuberculin or PPD test) determines whether a person has developed an immune response to the bacterium that causes tuberculosis (**TB**). Employees and caregivers will provide the center upon hiring with a note from a physician in order to comply with the centers policy. Any employee or caregiver exempt from such vaccine will provide the center with a notarized statement from physician or a written statement of conscience, including religious beliefs.

746-3611

**Hearing and Vision Screening**

Students four years and older are required to receive a Vision and Hearing Test each year. There is a minimum charge for administering the test. Results will also be provided to our parents.

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**Nutrition Policy: Meals and Snacks**

The Center will provide nourishments three times each day. Breakfast, lunch and an afternoon snack will be distributed in a family style dining setting. All meals and snacks are prepared based on the USDA Child Care Food Program Guidelines. Menus are posted and are available for pick up in the front office weekly. This Center participates in Child and Adult Care Food Program of the Texas Department of Agriculture, which meet all federal recommended daily nutritional standards. All parents/guardians are requested to fill out an annual Child Food Program Eligibility Application in order for the center to maintain CACFP compliance. People who need to **file a complaint** with **Food** and Nutrition (F&N) at the **Texas Department of Agriculture** should use this form. Assistance available in English and Spanish. Please call 877-TEX-**MEAL** (877-839-6325) for help.

Kiddie Korner provides infants with three bottles of Similac Advance; to participate we ask that you please bring three bottles with at least six ounces of filtered water. Kiddie Korner respectfully ask that parents provide the center with one bottle already prepared with formula from home; therefore parent’s will be bringing a total of four bottle to the center three with filtered water and one prepared. If your infant is on any other brand of formula we ask that you bring all four bottles already prepared with the formula of your choosing, this is also in regards to breast milk. The center does provide Stage 2 baby foods i.e. fruit, vegetable, and meat. If parents wish to provide their infants with snacks for infants they are more than encouraged to bring them.

Parents are required to fill out an infant feeding schedule before the first day of care whether or not the Center provides the food, and every month thereafter.

Parents must provide food for children who are in special diets, any food allergies that are physician certified the center can make arrangements for special diets regarding food allergies with doctor’s note.

Breakfast will be served from 8:00 a.m. with the last serving being 8:25 a.m. Breakfast ends at 8:30 a.m.

Centers requires all children to be at center by 9:00 a.m. if child/children will be late please call to inform us to they can be included in lunch count. Any children that arrived past lunch time will need to bring a lunch or be fed before they arrive. Lunch is served as followed:

* Infants: 11:00 a.m. - 11:30 a.m.
* 12 months – 3 years old 11:00 a.m. – 11:30 a.m.
* 4 years olds – 12 years old 11:30 a.m. – 12:00 p.m.

Snack will be provide daily from 2:00 p.m. – 2:30 p.m.

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**Breast Feeding**

Kiddie Korner Private School is committed to providing a breastfeeding friendly environment for our enrolled children and staff. Kiddie Korner Private School subscribes to the following policy:

1. **Breastfeeding mothers shall be provided a place to breastfeed or express their milk.** Breastfeeding mothers, including employees, shall be provided a private and sanitary place (other than a bathroom) to breastfeed their babies or express milk. This area has an electric outlet, comfortable chair, and nearby access to running water. Mothers are also welcome to breastfeed in front of others if they wish.
2. **A refrigerator will be made available for storage of expressed breast milk.** Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date.
3. **Sensitivity will be shown to breastfeeding mothers and their babies.**

The center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeeding their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Infant formula and solid foods will not be provided unless requested by the mother. Babies will be held closely when feeding.

1. **Staff shall be trained in handling breast milk.**

All center staff will be trained in the proper storage and handling of breast milk, as well as ways to support breastfeeding mothers. The center will follow human milk storage guidelines from the American Academy of Pediatrics and Centers for disease Control and Prevention to avoid waste and prevent food borne illness.

1. **Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.**

Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children. The time allowed would not exceed the normal time allowed to other employees for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave may be used, or the employee can come in earlier or leave later to make up the time.

1. **Breastfeeding promotion information will be displayed.**

The center will provide information on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding will be on display in the center.

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**Daily Rest Periods:**

Provisions will be made each day for each child four years of age and under. A minimum of 2 hours per day and a maximum of 2 ½ hours rest time will be available for each chile (12:00 noon – 2:00 p.m.). Please provide your child with a small blanket on Monday, this small blanket will be sent home Friday to be laundered and brought back to the center again Monday Morning.   
**Please label your child’s blanket and all personal items with his/her name.**

**Personal Belongings:**

* Toys and money should not be brought to the center unless it is requested for a special occasion.
* Bottles are only allowed in the infant class.
* Pacifiers are only allowed in the infant and toddler classes.
* Sippy cups are only allowed in the infant and toddler classes.
* All parents are asked to bring 2 extra sets of seasonal clothing to be left in their child’s cubby. The extra clothes should include socks and underclothes. (Note: When a child is being potty trained, several pairs of training pants should be brought to the center on a daily basis. Please be considerate of the type of bottoms your child wears during training. Clothes should be easy to remove by the child and the teacher.
* **Please put your child’s name on all items at the center.**

Each child will have a place set aside for the storage of his/her belongings. **KIDDIE KORNER IS NOT LIABLE FOR ANY LOST CLOTHING, JEWLERY, TOYS, ELECTRONIC DEVICES OR BELONGINGS BROUGHT FROM HOME. THESE ITEMS ARE BROUGHT AT YOUR OWN RISK.**

**Items Needed by Parents to Ensure Quality Care:**

We want to assure your child is properly cared for while in our center. Parents are responsible for providing the following items:

Infants: 6 weeks to 12 months

Diapers – weekly

Wipes – weekly

\* Prepared bottles containing either formula, filtered water, or breast milk. \* **Must be brought in COLD everyday and labeled with the child’s name and the date.**

2 sets of seasonal changing clothes- at all times.

Toddlers: 13 months to 23 months

Diapers and Wipes – weekly

2 sets of seasonal changing clothes – at all times

A small blanket

2 sippy cups cleaned at home daily

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Twos: 24 months to 36 months

Pull ups and Wipes – weekly

2 sets of seasonal changing of clothes – at all times

A small blanket

(Pacifiers and sippy cups are not allowed)

**Note:** When potty training begins, please dress children in clothes that will help increase independence of this new skill. Clothes to avoid: overalls, onesies, jumpers, and body shirts.

Threes and Fours:

2 sets of seasonal changing clothes, socks and underwear included – at all times

A small blanket

**Note:** Please dress children in clothes to have fun in. Children should not have to worry about getting clothes dirty while they are playing, learning, and having fun.

\* **All students are required to have a current annual physical and updated shot record on file. A note should be sent if you do not want your child to play outside, otherwise, weather permitting, all children will play outside.**

**Discipline and Behavior Management Policy:**

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 may only use 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;

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

**Reporting Child Abuse and Neglect**

At Kiddie Korner we understand the importance of family unity; however, if a time arrives where upon any symptoms of suspected child abuse or neglect by a staff member or parent/guardian are brough to our attention, we are required by law to report it to the Texas Department of Family and Protective Services or to a law enforcement agency. This Private School will abide by this law.

Here at Kiddie Korner, we require that all teachers and staff receive 24 hours of training on top of the one on one training that we provide for them here. Of those 24 hours we require that at least 2 hours be on the subject of child abuse and neglect.

Kiddie Korner teachers are responsible for the safety of their kids as well as lending a helping hand to their fellow teachers with their class or students if need be. Therefore, if a child’s teacher or any other teacher notices a scratch or mark on a child whether it be minor or significant, they have been advised to immediately notify office personnel. Once the office has been notified notations will be made on the marking along with all information regarding it, if the marking is questionable then the office will call the parent to question said marking and hopefully the parent can shed some light on what may have transpired to cause such a mark.

**Inclement Weather**

We are aware that in the winter months inclement weather might be coming our way. Be assured that in the event that the daycare will have a delayed start or canceled we will inform you as soon as possible. We ask that you tune in to channel 4 news or channel 4’s website, channel 5 or channel 5’s website, and channel 8 or channel 8’s website for information on our daycare closing or delayed start. Also Keep in mind that our decision is ALWAYS based on DISD’S decision. If DISD closes Kiddie Korner School will be closed as well.

**Emergency Preparedness Plan**

(Please reference Kiddie Korner School’s Emergency Preparedness Plan Handbook)

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**Field Trips**

Kiddie Korner staff will ensure that safety is the first priority on all field trips and outings away from the Kiddie Korner site. Field Trips and nature walks will be taken periodically and to nearby places and are considered an important part of the educational program. Parents will be notified in advance of all field trips taken away from the center. Students are strongly encouraged to wear sneakers on all field trips. Toys, electronic devices, games, and other such items should not be taken on trips; unless special permission is given by staff. Kiddie Korner Private School will not be held liable for any lost, damaged or stolen items on field trips.

1. A minimum of two teaching staff will accompany children on any outings that are not on Kiddie Korner premises and minimum child supervision ratios will be maintained at all times.
2. Children will wear the designated Kiddie Korner shirt so as to be easily identifiable amongst other children. The child’s name will not appear on the shirt. The Shirt contains the school’s name and the office telephone number.
3. Emergency consent forms and properly stocked First Aid Kits must be taken on all field trips and other outings.
4. There must be a ration of at least one Kiddie Korner staff per eight children on field trips and whenever possible the adult/child ratio should be as high as one adult per two children. It is particularly important to have a high adult to child ratio when going to places that have either a large number of people present, near water (river, lakes, ocean), or areas that are remote and have few emergency facilities/ phones nearby.
5. Teachers must ensure that medication or equipment needed to ensure the safety of a child with special medical needs (asthma, diabetes or other potentially life threatening conditions) is taken on the field trip.
6. Toileting: A Kiddie Korner staff member will always accompany children into off-site restrooms during fieldtrips. If gender restrictions on the public restroom facilities might interfere with this, the teaching staff are required to make arrangements to assure that teaching staff can accompany either male or female children into the public restroom.
7. Parents and siblings are not permitted to ride on the bus or vans to and or from the field trip sites; however they are more than welcomed to follow the bus and vans to the field trip. Accompanying siblings attending the field trips (via personal vehicles) are the sole responsibility of the parent/guardian for supervision. All students attending the field trip with Kiddie Korner must travel on one of the schools vehicles to and from the field trip site.

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**Water Activities**

Kiddie Korner does offer water activities in the form of sprinkler play in the summer months these activities will be performed on loose surfacing not on any cement or slippery hard surfacing. These activities are offered for ages 2 and up once a week every other week. In order for your child to participate you will need to send your child with swimwear or similar clothing preferable for getting wet. We will also need a clean towel, sun block, and an extra set of clothing. Dates for these activities will be posted in advance on your child’s classroom door.

**Closings**

**The Center will be closed on the following days:**

New Year’s Day 1-day

Dr. Martin Luther King Day 1-day

Memorial Day 1-day

Independence Day 1-day

Labor Day 1-day

Thanksgiving 2-days

Christmas 2-days

Please look for posted dates on all main entrances and bulletin board. Please add them to your personal calendar as soon as possible.

**Parent Teacher Conferences and Participation**

Parents are encouraged to either call or stop by Kiddie Korner’s office at any time to discuss with the center’s Director and/or Assistant Director any concerns or questions with regard to Kiddie Korner’s policies and procedures.

Parents are welcome to visit our center any time (without an appointment or prior approval) to observe their child/children, our operation or program activities. Parents are encouraged to participate/volunteer in Kiddie Korner activities. Please call or stop by our office to communicate your interests.

**PLEASE READ BULLETIN BOARDS FREQUENTLY AND ANY NOTES SENT HOME WITH YOUR CHILD/CHILDREN.**

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**Disenrollment Policy**

Kiddie Korner Private School child care programs are centered on the children for whom we care. We seek to provide programs designed to support children’s growth and to challenge them to learn, each as an individual with a unique learning style and way of responding to the world. Given the diversity of the families and communities that we serve, it is incumbent upon us to recognize and appreciate the characteristics and behaviors that each child and family brings to our program. Kiddie Korner seeks a solid partnership with our families as a basis for their children’s success within our program. Because Kiddie Korners’ child-centered/family approach seeks to accommodate a wide range of individual differences, it is only on rare occasions that a child’s/family’s behavior may warrant the need to find a more suitable setting for a permanent basis. We will do everything possible to work with you to avoid a child’s disenrollment from the center. The following are some reasons why we would have to disenroll a child or family from the center.

Some examples of such instances include:

1. **Child’s Actions:**

* Child unable to adjust to the program after a reasonable amount of time
* Ongoing physical or verbal abuse to staff or other children
* Ongoing uncontrollable tantrums/angry outbursts
* Excessive biting

1. **Parental Actions:**

* A parent/guardian fails to abide by Center policies or requirements imposed by the appropriate licensing agency.
* Non-payment of tuition.
* A parent/guardian demands special services that are not provided to other children and cannot reasonable be delivered by the program. This includes requests that depart from the philosophy of Kiddie Korner’ program.

1. **Immediate Causes for Disenrollment**

* A parent/guardian is physically or verbally abusive or intimidating to Center staff, children, or anyone else at the Center.
* Potentially dangerous behavior by a parent or child

**Working Towards a Positive Solution**

The decision to disenroll a child or family from Kiddie Korner Private School is difficult for both the Center and the family. In all cases, Kiddie Korners’ goal is to act quickly, thoughtfully and thoroughly to communicate, address and resolve concerns relating to the children in our care. Center personnel will attempt to work with a family to take constructive steps to finding a solution that resolves the problem(s), before a disenrollment occurs.

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When a child’s teacher or an administrator has concerns about a child’s behavior or other circumstances, he or she will document such concerns as soon as they arise. The Center will inform and involve the child’s parent/guardian by notes, phone calls, and meetings as necessary, to establish a collaborative environment.

If the child’s behavior is problematic, a review of that behavior using the Center’s developmental profile and other developmental tools will aid in understanding the behavior in its appropriate context. This review includes input from a number of teachers and administrators, so that checks and balances are used to analyze the problem.

As the center develops strategies to address a child’s particular problem, a variety of options should be considered, including:

* Changes to the physical environment
* The daily structure of activities
* Consistency
* Transition times
* Redirection

Similarly, teachers’ expectations, homebase management skills, and intervention techniques should be evaluated and changed to adapt to the particular circumstances. Whenever possible and appropriate, efforts will be made to help a family understand how they can support the plan at home or encourage a resolution by adjusting their interactions or expectations for a child. Literature and other support resources regarding methods of improving behavior will be provided to the family, if available.

Lines of communications with parents will be established, and parent conferences will be conducted to review the problematic behaviors, the strategies implemented to resolve them (and their relative success) and the possibility of disenrollment if the behaviors are not resolved. It is the Center’s ultimate goal to provide the parents sufficient time to take the necessary corrective action allow the child to remain at the Center and to provide the enter with sufficient notice of the potential for disenrollment, so they can secure alternative care.

When appropriate, we may suggest an evaluation by a professional consultant to come in and observe the child in the homebase environment. In some cases, it may be appropriate for the child to be assessed by the local school district child study team.

Ultimately, Center personnel will attempt a number of approaches before making the final decision to suspend or disenroll a child from the program.

**Disenrollment Process**

If the behavior has not resolved after all remedial actions have been exhausted, a conference will be held with the child’s parent/guardian to communicate the Center’s decision to disenroll. A follow up letter will be provided which will include, if applicable:

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* The reasons for the disenrollment or suspension;
* The date of the disenrollment, which will afford the parent sufficient time to seek alternative care, (up to two weeks, depending on safety risks presented);
* The expected behavioral changes required in order for the child or parent to return or to resume or continue enrollment at the Center;

The Center will not disenroll a child based solely on any of the following:

* Making a complaint to the Office of Licensing regarding a center’s alleged violations of the licensing requirements
* Reporting abuse or neglect occurring at the center
* Questioning the center regarding policies and procedures

If the center elects to disenroll a child, the Center will maintain on file a record of the circumstances, parental notification, and corrective action taken.

**Important Information**

KIDDIE KORNER PRIVATE SCHOOL IS LICENSED BY THE STATE DEDPARTMENT OF PUBLIC WELFARE, SIGNIFYING THAT WE HAVE MET AND MAINTAINED THE TEXAS STANDARDS FOR LICENSING.

Parents may review a copy of our most recent Licensing inspection report, or may ask to review a copy of Minimum Standards from the Texas Department of Family and Protective Services. Inspection reports will be posted on the bulletin board just outside the office.

To Contact:

Licensing Office: 214-951-7902, Ext. 2196

Licensing office: 8700 North Stemmons Freeway

Dallas, Texas 75247

DFPS Child Abuse Hotline: 1-800-252-5400

DFPS Website: [www.dfps.state.tx.us/childcare](http://www.dfps.state.tx.us/childcare)

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**Section II**

Kiddie Korner Private School’s

Tuition Agreement

Enrollment Process

At the time of enrollment parents are informed that tuition and fees if acquired within the previous week are due the Monday at the start of the new week. Registration is due prior to the child/children beginning at the center. The registration fee serves as a security deposit to secure each child’s space in a classroom for a minimum of two weeks. At the end of said time, the child will either need to have started the program, or another week of tuition will be due or the space will be lost.

Registration:

The amount that is due for the registration of a child/children depends upon the age of the children. The registration covers your child from August to August, however; registration is due for each child each year. If your child is enrolled in the months of June or July, you willnot be required to pay and additional $100 registration fee in August. **THE REGISTRATION FEE IS NON-REGUNDABLE.**

|  |  |
| --- | --- |
| **Ages** | **Registration** |
| 6 weeks through 3 years old | $100.00 |
| Pre-Kindergarten | $120.00 |
| After Schooler | $100.00 |
| Summer Program | $50.00 |

Tuition:

Each Child’s tuition is an ongoing fee, which may be separated into weekly, biweekly, or monthly payments. Please inform the office as to which payment method you and your family would like to follow. A**LL TUITION IS DUE ON MONDAY THE WEEK OF SERVICE. HOWEVEER, IF PAYMENT IS NOT PAID BEFORE THE END OF THE SCHOOL DAY IT IS CONSIDERED LATE AND YOU WILL BE CHARGED A $5 LATE FEE EVERY DAY THAT IT IS LATE.**

NOTE: In order that we can provide the services that your children are entitled to, it is essential that the financial status of the school be stable. The school salaries and overhead expenses cannot be reduced because of “absentee losses” in income. THEREFORE, THERE IS NO REDUCTION IN TUITION FOR ILLNESS, HOLIDAYS, AND INCLEMENT WEATHER. Each child is entitled to a one (1) week vacation

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DURING THE SUMMER MONTHS ONLY and **only after the child has been attending Kiddie Korner for one year.**

|  |  |  |
| --- | --- | --- |
| **Age Group** | **Weekly Rate** | **Monthly Rate** |
|  |  | **4wks/5wks** |
| Infants(0-12months) | $140.00 | $560.00/$700.00 |
| Toddlers(12months-24months) | $140.00 | $500.00/$700.00 |
| Twos | $115.00 | $460.00/$575.00 |
| Threes | $115.00 | $460.00/$575.00 |
| Fours(Private Pre-K) | $100.00 | $400.00/$500.00 |
| Afterschool Program | $70.00 | $280.00/$350.00 |
| Summer Program | $105.00 | $420.00/$525.00 |
| Drop In (When Available) | $25.00 | N/A |

NOTE: For the summer program, the extra $5.00 per week will be to cover activity fees for ages 4 and up. The fee is due whether or not your child participates. The activity fee begins the second week that the kids are let out for their summer break and ends the week before they all return to school.

**Penalty Charges**

**Re-Enrollment fee:** of $100.00 is charged when a child is dropped from the program by the parent or center and re-enrolled after 90 day grace period that is given has been passed. If a client wishes to continue services, and if the slot is still available, the $100.00 re-enrollment will be requested upon entering the program.

**Late Payment Fee:** of $5.00 a day will be charged to all accounts every day following the Monday that the payment is past due. The center may discontinue services if tuition is three weeks or more delinquent.

**Late Pick up Fees:** it is important that you pick up your child by closing time; otherwise, it is necessary for Kiddie Korner to charge a late fee of $1.00 for each minute or any part thereof after 6:00 p.m. PER CHILD. Late fees are due and payable before the child/children are accepted back in school.

**Returned check fees:** There is a $25.00 charge for returned checks.

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**Section III**

**Agreement Page**

**I have read and understand the Parent Handbook and agree to abide by the policies and procedures as stated.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Parent/Guardian Date**

**I have given the above parent an opportunity to ask questions and discuss policies of Kiddie Korner Private School and the Texas Department of Child Development and any other items of concern during the enrollment process.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Directors Signature Date**

A PHOTO COPY OF THIS PAGE MUST BE PLACED IN THE STUDENT FILE. STUDENT’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF ENTRY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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