



Kessler Park Day School

PARENT HANDBOOK

1215 Turner Ave. @ Colorado Blvd.
Dallas, TX 75208
214-942-0098 X1



Kessler Park UMC
a reconciling community of hope

Dear Parents and Guardians,

*Welcome to **Kessler Park Day School**. It is our vision to provide an early childhood development program that will provide the educational foundation that your child needs.*

***Our Mission:** To provide a quality early childhood program that develops the whole child by focusing on the five areas of development: language and literacy, cognitive skills, socio-emotional development, physical well being and motor development, and creativity and spiritual development.*

***Our Philosophy:** Children are active learners and should be actively involved in their own learning through hands-on experiences. We provide opportunities and activities that allow the children to explore and discover new ideas, concepts, and outcomes.*

***Our Promise:** To provide a safe, secure, loving learning environment for your child.*

*Thank you for choosing **Kessler Park Day School**. We look forward to serving you and your family.*

*LaTara C. Thompkins, MBA, MHA
Director*

Statement of Program Goals and Non-Discrimination Statement

At ***Kessler Park Day School***, we believe:

- Children should be in a comfortable and loving environment where they feel safe and happy
- Learning should happen as a result of fun, developmental activities
- Children should learn how to relate to others with respect and honesty
- Time should be allowed for children to play in groups and individually
- Parents and providers should work together as a team to provide a positive experience for the children
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Kessler Park Day School admits children of any racial, national, religious, ethnic origin, or ability level from all backgrounds, belief systems, family dynamics, and orientations. In short, we recognize and invite the participation of all people, not discriminating on any basis in the administration of our programs.

ENROLLMENT PROCEDURES

To be enrolled at KPDS, the following paperwork must be on file:

- Enrollment form submission with the \$625 annual, non refundable fee
- Current Immunization Records
- Signed Doctor's Health Statement
- Signed Handbook & Photo agreement
- Signed Parent/Provider Agreement
- Vision & Hearing Screening for ages 4 & up

Vision and Hearing Screening Requirements:

Per the Child Care Licensing and the Texas Department of Health:
Any child 4 yrs old by September 1st must be screened for vision and hearing within 120 days of admission. Please contact your child's physician for these screenings and provide the Center with a record of the results.

KPDS reserves the right to revise this operational policy handbook as needed. Parents will be notified via email when policies have been revised.

Ages served

6 months - 5 years old

Hours of operation

Full Day 7a -5:30p

Curriculum Day 8:30a - 3:30p

Pickup 3:30p-4:00p

Our unique program provides access to before and after care at no additional cost.

Enrollment options

Full time M-F

Part time MWF OR T/TH

Age groups - Children ages 2 & up are placed in age groups based on their age by September 1.

<u>Infants</u>	<u>Toddlers</u>	<u>Preschool</u>
6-11 months	18-24 months	3-4 year olds
12-17 months	2-3 year olds	4-5 year olds

Tuition - Annual enrollment fee \$625

AGE	M-F	M W F	T/TH
6-17 months	1100/mo	850/mo	650/mo
18 mo – 3 yrs	900/mo	700/mo	550/mo
3-5 year olds	700/mo	500/mo	350/mo

This childcare facility operates Monday through Friday from 7:00 a.m. to 5:30 p.m. We begin our daily classroom activities promptly at 9:00 a.m. **Please have your child here by 9:00 a.m.** It is our goal to provide consistency for every child and to minimize classroom interruption once curriculum activities have begun.

The Center will be closed on all Federal Holidays. We calculate our fees on an annual basis, therefore, there is no reduction in tuition for these holidays and additional days that the Center is closed. Please see holidays and closings below:

- Martin Luther King, Jr. Day
- President's Day
- Spring Break (one week)
- Good Friday
- Memorial Day/Summer transition (last week of May)
- Juneteenth
- July 4th Holiday
- Fall transition (last week of August)
- Labor Day
- Indigenous Person's Day (October)
- Thanksgiving Week
- Christmas break (2 weeks)

When one of these holidays falls on a Saturday, the Center will be closed on Friday. If the holiday falls on a Sunday, the Center will be closed on Monday. We reserve the right to close the day before or after a holiday with proper notice.

Arrival Time

KPDS hours of operation are 7a to 5:30p. Children should arrive between 8:30a-9:00a. Children arriving after 9:00a will not be admitted unless they have a doctor's note. In the event that your child has a doctor's appointment, the latest drop off time is 10:00a and s/he must have a doctor's note at drop off.

Pick Up

Pickup time for children who are not signed up for after care is 3:30p-4:00p. Children who are signed up for after care must be picked up no later than 5:30p.

LATE PICKUP

Childcare hours are from 7:00 a.m. to 5:30 p.m. for full time care and for those who sign up for after care. Pick up after 5:30 p.m. will result in a charge of \$15.00 for the first five minutes and \$2.00 per minute thereafter. You will receive a late pickup invoice and must make payment immediately upon receipt.

If your child is not signed up for after care, pickup ends at 4:00. Pick up after 4:00 p.m. will result in a charge of \$15.00 for the first five minutes and \$2.00 per minute thereafter. You will receive a late pickup invoice and must make payment immediately upon receipt.

BEFORE/AFTER CARE POLICY

All enrolled students have access to before and/or after care. In order to manage staffing, parents must sign students up each month. KPDS will you provide you with a signup link.

TUITION PAYMENTS

Tuition payments are due on the first day of each month. A daily late fee of \$5 will be charged after the 5th day of the month. If your child is sick or on vacation, tuition is still due by the 1st day of the month. Tuition payment invoices are emailed to the parent(s) via a payment link. You may also pay via credit card online at www.kpumc.org/online/. Click the Donate button at the bottom of the page, enter your card information and write "KPDS" and your child's name in the comments box. Please note, tuition payments and registration fees made online are not considered donations to the church. It is especially important to notate that your payment is for KPDS with your child's name in the comment field.

MAKE UP DAYS

We do not offer makeup days.

POLICY ON RELEASE OF CHILDREN

Children will only be released to a parent or person designated by the parent or guardian after verification of ID. Parents are also asked to notify the Center in advance if someone other than the parent(s) will be picking the child(ren) up.

WITHDRAWAL POLICY

Parents are required to provide a 30 day notice if they will be withdrawing their child. If we do not receive a 30 day notice, tuition for the month is due.

Health Policies and Procedures

First-aid procedures

- Red Cross first-aid and poison center guidelines will be followed.
- All providers are certified in First Aid and CPR for Infants and Children annually.
- A first-aid kit and ice packs are kept on the premises.
- Emergency numbers are available at all times.
- Parents will be notified of accidents, and an injury record is kept for each child.

Medical emergencies

- Immediate first aid will be given.
- Ambulance will be called and paramedic recommendations followed.
- Parents will be notified as soon as possible.
- When parents are not available, your emergency reference will be called.
- Parents are responsible for any expenses as a result of emergency room care, ambulance, etc.
- Hospital emergency preferences are on enrollment paperwork, however, it is the discretion of the paramedics to use their better judgment to seek care for your child.

Maintaining Children's Health

It is our goal to ensure the health and safety of all students, staff, and families at KPDS. Children who are obviously ill will not be accepted into care. If a child indicated that s/he is obviously ill (fever, crying continuously, diarrhea, etc.), the parent will be called to pick up the child. In order to create an environment which protects the health and well-being of our staff and your children, KPDS reserves the right to refuse care to any child we feel places the staff and the other children at a health risk. Children who become ill while at KPDS will be isolated from the other children and will be made comfortable until a parent or emergency contact arrives. Parents should be prepared to pick the child up within the hour.

In the event of a medical emergency, depending on the severity, parents will be notified and/or 911 will be called. First aid will be administered to the child while on the premises until the parent or emergency assistance arrives.

Communicable disease prevention and reporting

- Your child must be current on his/her immunizations.
- Your child will be kept isolated from other children if symptoms of a communicable disease, such as “pink eye”, develop while in care. You will be notified immediately and expected to pick your child up.
- Each child will be observed daily for illness.
- Individual bedding, towels, washcloths, glasses, etc., will be used to minimize the spread of infection.

Handwashing, diapering, sanitizing, and laundering policies

- Child care providers will wash hands regularly and before and after diapering, toileting, eating, handling and preparing food, and handling contaminated materials.
- Diapers will be changed regularly and immediately after a bowel movement. Bottoms will be thoroughly cleaned.
- The diapering area will be sanitized after each use. Contaminated utensils/toys will be sanitized daily.
- Bedding will be laundered as needed or once a week.
- Bottles and nipples will be washed thoroughly in hot water before filling.

Management of medication

KPDS staff will administer one dose of prescription medication. We do not administer over the counter medication. We ask that parents administer the morning dose and we will administer the afternoon dosage.

- All prescribed medication must be labeled with the child's name and dosage instructions. The parent must sign the Center's medication authorization for staff to administer medication.
- All medications must be contained in the original containers.

Illness

According to State Licensing Standards per Rule 746.3601, we may not admit an ill child for care if one or more of the following exists:

- The illness prevents the child from participating comfortably in childcare center activities including outdoor play.
- The illness requires a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
- Temporal temperature of 99.9 degrees and above. Your child must be 24 hours free of fever and/or fever reducing medicine to return to KPDS.
- Oral temperature above 99 degrees and accompanied by behavior changes or other signs or symptoms of illness; or
- Armpit temperature above 100 degrees and accompanied by behavior changes or other signs or symptoms of illness.
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
- COVID 19 signs and/or symptoms
- Symptoms and signs of a communicable disease that does not have medical documentation that the child is not or no longer contagious including but not limited to the following:

- has an excessive runny nose with yellowish/green color
- has pink eye*
- has diarrhea
- has vomiting
- has staph infection*
- has undiagnosed rashes
- has Chicken Pox or Fifth Disease*
- has Impetigo*
- has Ringworms*
- has Croup
- has Head Lice
- has Hand Foot and Mouth Disease* (cannot return for 7 days from start of symptoms AND when there are no longer visible bumps).

Children with these illnesses will not be readmitted to KPDS without written permission from a physician when required, have quarantined from the facility, and/or show no more signs of disease.

Allergies/Special Needs

Enrollment applications contain a section for “Allergies/Special Needs” to include information about a child’s food allergies, specific diapers, wipes, diaper ointments, and other allergies or special needs. If your child has a food allergy, State Licensing requires that you submit a Food Allergy Emergency Plan created by your child’s doctor that is signed by the parent and the health care provider.

Outdoor Play Policy

The Texas Childcare Licensing Minimum Standards requires all licensed childcare centers to take the children outside at least two times per day. Outdoor play in the fresh air contributes to a child's good health and overall development. To that end KPDS plans daily outdoor activities. It is policy that a child who comes to the Center must be well enough to participate in both indoor and outdoor play. If there are medical reasons why your child cannot play outdoors, but is well enough to come to the Center, we will be happy to comply with your physician's written instructions. Children remain inside when weather is inclement or in extreme heat or cold.

Inclement Weather

In the event of inclement weather, i.e. snow and icy weather/roads, KPDS will close if Dallas ISD closes.

Types of Developmental Activities

Planned Activities

- Daily curriculum activities: Pre-reading, math, manipulatives, learning centers.
- Stories provide time for reading-readiness skills of listening and retelling and moral reasoning.
- Exercise to strengthen overall health and gross motor skills.
- Music with instruments and singing to develop vocabulary, listening skills, and creativity.
- Arts and craft activities, to build on a child's creativity.

Free Play

Free play provides an opportunity for children to direct their own learning. The caregiver supervises and helps children, but the play is

directed by the child. There are various centers that the children use for free play during the day. While doing this, they are developing

- Cooperation – learning to play with others
- Social skills – pretending helps children express their opinions and views
- Fine motor skills – using scissors, drawing with chalk or pencils and crayons help children strengthen their fine motor skills
- Math and reading readiness – playing independently with learning games gets children ready to learn math and reading

Meals

We provide snacks, i.e., animal crackers and goldfish. Lunch is provided by parents. Please bring your child's lunch in an insulated lunch box, and bring a water cup. Please send "finger foods" and food that does not require heating, cooling or food handling. Please pack ice/cold pack with your child's lunch if his/her lunch needs refrigeration.

Breastfeeding

We provide an atmosphere that welcomes breastfeeding families. We support mothers who continue to breastfeed their infants/children. KPDS has a comfortable designated space for mothers to breastfeed their children located in the women's restroom on ground level across from the entry doors and on level one in the women's restroom across from the sanctuary doors. Refrigerator space is available for milk storage in the infant classrooms. KPDS staff warms all breastmilk under warm water. Please feel free to discuss any concerns or special warming instructions with your child's caregiver.

Belongings/Personal Items

Please label all of your child's belongings. This includes cups, bottles, bags, lunch boxes, jackets, extra clothes, etc.

OUTSIDE TOYS ARE NOT ALLOWED in the classrooms. We ask parents to take toys home with them at drop off OR to not allow your child to enter the building with toys if it will be difficult for you to take the toy from your child.

Clothing/Shoe Requirements

All students are required to dress in comfortable clothing. We also ask that students wear clothes and shoes that ensure safety during outdoor play. We recommend tennis shoes and close toed shoes that allow for support and safety. Please send your child in comfortable shoes that s/he can safely play in on the playground during outdoor play. **Every child who is walking is required to wear shoes while at PDO.** If your child is not walking yet, he or she is not required to wear shoes, but must wear comfortable socks. No costumes.

We recommend sending a back-up change of clothes for any accidents that may occur.

Safe Sleep Recommendations

All KPDS staff will follow the safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS) for our 6-14 months classroom. Infants will be placed on their backs to sleep. Staff will place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs. For infants who are younger than 13 months of age, cribs will be bare except for a tight fitting sheet. Items that cannot be placed in a crib include: pacifiers, bibs, bottles, soft or loose bedding (such as blankets, quilts, or comforters), pillows, stuffed toys/animals, soft objects, bumper pads, liners, or sleep positioning devices. Also, infants will not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing. If the infant falls asleep in a restrictive device other than a crib (such as a stroller), the infant will be moved to a crib immediately. **Sleep sacks with arms free and loose feet are permitted for 6-13 month olds. Sleep sacks with wrapped arms and tight fit at feet are not permitted at KPDS.**

Diapers

Please bring an adequate number of disposable diapers, cloth diapers, wipes, and a complete change of clothes. If your child wears cloth diapers please bring a bag to dispose the dirty diapers. All items are stored in your child's cubby. Your child's teacher will make a note on the Daily Report when your child's diapering supplies and change of clothes need to be replenished.

Potty Training

All children three years old and older must be potty trained. KPDS staff will work together with parents of younger children to support their potty training efforts in an effort to promote independence and consistency for a successful potty training experience. If your child is potty training, please select easy to dress and undress clothes and shoes.

Behavior

Children are expected to maintain age-appropriate behavior and respect towards teachers and other children. Certain acts of aggression, such as hitting and biting, occasionally occur in the best of programs for young children. Every precaution is taken to avoid these behaviors. In the event of injury, parents are notified and/or receive an incident report.

CHILD GUIDANCE POLICY

The KPDS Guidance Policy is designed to help children become independent and caring by learning self-control, decision making skills and responsibility for their own actions. Our goal is to help children develop positive self esteem and respect for themselves and others. At no time will corporal punishment be used at this facility.

Our staff uses the following guidelines and techniques to discipline your child:

- Use of praise through kind words and actions to reinforce desirable behaviors.
- Use of problem solving instead of punishment.

- Redirection to another activity when a child displays undesirable behaviors.
- Calm downtime will be used as a last resort when the previous techniques fail to change inappropriate behavior.

CHRONIC DISRUPTIVE BEHAVIOR

The safety and welfare of all the children at our center are very important to us. While the staff will make every effort to work with children and their parents to promote appropriate behaviors, there are situations when additional action may become necessary. When a child's undesirable behavior becomes chronic, we will take the following steps to support the child and the parents through this process.

Initial meeting: If a child's extreme, uncontrollable behavior continues to disrupt the classroom, and/or they physically or emotionally endanger themselves, staff or other children at the center, a parent meeting will be requested by the Director. The problem behavior will be discussed and documented, and goals for correction will be established.

Second meeting: If, after a predetermined time frame, the initial goals for changing the child's behavior fail, a second meeting will be requested by the management staff. The behavior correction goals will be discussed again and a new behavior plan will be defined.

Suspension/Dismissal: If after a predetermined time frame, no progress occurs within the established timeline, suspension or removal from the program will result. Parents will be responsible for payment during the length of the suspension. Dismissal of the child will occur after two suspensions, or immediately if the child's behavior endangers themselves, staff members or other children.

Discharge Policy

KPDS reserves the right to cancel the enrollment of a child for the following reasons:

- Non-payment or excessive late payment of fees
- Failure to submit required information or forms

- Failure to comply with the policies of the center
- Special needs of a child which we cannot adequately meet with current staffing patterns
- Physical or verbal abuse of staff or children by a parent or child

Enrollment Form Changes

Parents must notify the director of any changes in registration information. This includes phone numbers for parents and for persons allowed to pick up your child, address, shot record updates, allergies, and photograph permission.

Open Door Policy

Kessler Park Day School has an open door policy. If parents have any questions or concerns about policies, they may notify the Director. Parents will be notified of any policy changes in writing when changes occur.

Licensing Information

A copy of licensing inspection reports and minimum standard rules for childcare centers are posted at the Center and available for review upon request.

Contact information for the local licensing office:
Texas Department of Family and Protective Services
8700 N. Stemmons Frwy. Suite 104
Dallas, TX 75247
214 951-7902
www.dfps.state.tx.us

Child Abuse Hotline: 1-800-252-5400
Child Abuse website: www.txabusehotline.org

EMERGENCY PREPAREDNESS PLAN

Rule 746.5202

The Emergency Preparedness will be implemented by the Director. In the event of an emergency, such as flood, fire, or other natural disaster, all children and staff will evacuate the building and walk to the known primary safe area: the north parking lot near the Big Play Ground. If shelter is needed, all children and staff will evacuate the building and walk to the alternate safe area: the Boy Scout Hut, located on the same property at 1215 Turner Avenue.

Children 24 months and older will walk and children under 24 months or with limited mobility, will be transported in evacuation cribs and buggies. Children will be accounted for by their caregiver(s) by roll call and headcount upon exiting the building, as well as, roll call and headcount upon getting inside of the safe area. Each staff member has a red emergency bag with each student's emergency contact information and authorization for emergency care in it. Staff will grab their emergency bags before evacuating.

If time allows, parents will be informed via our parent portal that there is a need for us to relocate to the safe area. All staff and administrators will communicate with one another and parents via cell phone. Each staff member will continue to provide care to their children and ensure their health and safety until all children have been picked up. Local authorities and DFPS will be contacted upon ensuring the safety and well-being of the children. Regular release of children to authorized parents and family members will be followed as the relocation is lifted.

Gang Free Zone

Under Texas Penal Code any area within 1,000 feet of a school is designated as a gang free zone. Criminal offenses related to organized criminal activity are subject to harsher penalty. This information has been posted on the Directors Office Window and at each classroom bulletin boards.

Child Abuse and Neglect

School teachers, social workers, health professionals, child care providers, law enforcement and other professionals are required to report suspected child abuse to the Texas Department of Family and Protective Services (TDFPS). Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

- All incidents or suspected incidents will be turned over directly to TDFPS for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature.
- We are required to make a report within 48 hours of the time of suspected abuse.
- Kessler Park Day School is committed to preventing and responding to abuse and neglect of children, including:
 - Annual developmental training for all Staff, including the signs and symptoms of abuse and prevention techniques.
 - Increase of employee and parent awareness of issues regarding abuse and neglect including warnings signs that a child may be a victim. This occurs through staff development.
 - Support for parents about actions they can take to obtain assistance and intervention if their child is a victim of abuse or neglect.

Profanity/Aggressive Behavior

At no time is an employee or parent to use profanity or display aggressive behavior on school premises. Persons involved in such behavior will be asked to leave the property.

Birthdays at KPDS

Birthday Parties for your child's birthday are a special occasion. If you would like to provide a birthday snack for your child, please inform the child's teacher in advance. Due to allergies for some children, we need to know what food item(s) you plan to bring for the celebration so that we may have time to update the other families.

Pets/Animals

KPDS is a pet-free zone. Parents are not to bring their personal pets when picking up or dropping off their child.

Acknowledgement of Receipt

I have received Kessler Park Day School's Program General Information and Policies.

I understand that I must comply with the policies and procedures as described. I understand that the policies, rules and procedures are subject to change at the sole discretion of Kessler Park United Methodist Church to comply with the State of Texas changes of policy.

I understand that my signature below indicates that I have read and understand the above statements and the information provided in my copy of the General Information and Policies.

Parent Signature

Date