



Kidsville Inc.

After School Care

Parent Handbook

2015 - 2016

Dear Kidsville Families,

We are excited that you've picked us to provide after school care for your child. This handbook goes over our policies and how we operate. We hope it gives a better sense of what Kidsville is all about.

Our Client Services Representative, Angela Morales, is an important factor in our service to you, serving as a source for registering, billing and payment of fees. You can reach our representative at info@kidsvilleinc.com, and refer to this handbook or see recent changes on our website, www.kidsvilleinc.com, to find answers to any operational policy questions.

We are looking forward to a fantastic year with your child and we welcome any comments or suggestions.

Sincerely,
The Kidsville Team

Mission Statement

To provide a safe and creative environment for children after school and benefit the campuses in which we operate.

About Kidsville Inc.

Kelly and Eddie Massey started Kidsville Inc. in 2009 understanding the need for affordable childcare that provided a fun and safe after school environment for young children. The Massey's 3 children attend Smithfield Elementary and Smithfield Middle Schools. Kelly has 15+ years of experience with after school programs, such as Kid's Connection in Bryan ISD and the YMCA in Grapevine-Colleyville ISD. She has also run a home-based after school program serving Birdville ISD school children. Kelly obtained her B.S. in Rehabilitation Services from the University of North Texas.

Kidsville provides value back to the schools in which we operate by depositing a portion of the gross revenues into a fund to be used at the discretion of the principal for school improvements, supplies, or other programs. Since opening, Kidsville has donated over \$50,000 to the schools in which we operate.

Curriculum Components

Kidsville provides fun activities to keep children engaged in the program and excited to attend.

We work to:

- Provide supervised homework time to build self-discipline and time management skills.
- Teach the skills to communicate effectively, create friendships, gain respect for others, and resolve conflict.
- Participate in activities such as arts and crafts, game time, birthday celebrations, movie days, free play, and occasional visitors such as DJ's, sports and dance instructors, etc.
- Present a nutritional snack everyday after school to give children the energy they need to play and create at after school care.
- Develop personal competencies by learning to make choices and having time to practice new skills.
- Give back to the community by providing the opportunity to serve so that they become a part of the solution and experience first-hand the benefit of community participation.

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The Kidsville Team

While each school working with Kidsville Inc. has it's own site director and staff, our office staff are also working hard to make sure you and your child have a great experience with Kidsville Inc. The following staff work at our office Monday – Friday and can usually be contacted from 11:00 AM to 2:45 PM.

Director: Kelly Massey (817) 479-8600
 kellymassey@kidsvilleinc.com

Operational Director & Client Services Representative: Angela Morales Office Hours: 11:00 AM – 2:45 PM
 info@kidsvilleinc.com

Graphic Designer & Project Director: Mandy Mowery

Locations

Office

Telephone: (817) 479-8600
 Fax: (817) 479-8601
 6517 Smithfield Rd. Suite D. NRH, TX 76182

Licensed Centers

School	Kidsville	School Address	School
Smithfield Elementary	(817) 925-3294	6724 Smithfield Rd. NRH, TX 76182	(817) 547-2100
Holiday Heights Elementary	(817) 692-5682	5221 Susan Lee Ln. NRH, TX 76180	(817) 547-2600
Green Valley Elementary	(817) 925-3173	7900 Smithfield Rd. NRH, TX 76182	(817) 547-3400
Academy at C.F. Thomas	(817) 692-1088	8200 O'Brian Way NRH, TX 76180	(817) 547-3000
North Ridge Elementary	(817) 675-4329	7331 Holiday Ln. NRH, TX 76182	(817) 547-3200
Uplift Summit International	(682) 240-4740	1305 N Center St Arlington, TX 76013	(817) 287-5121

Hours and Days Of Operation

Kidsville is on campus Monday - Friday:
6:30 AM to 7:30 AM (*based on campus need*)
3:00 PM to 6:30 PM

Early Dismissals

Kidsville's hours of operation are adjusted to serve schools when they are dismissed early for holidays or other events. On these "half-days" we provide care from the school dismissal time until our regular closing hours at 6:30 PM. If your child attends the half-day for longer than the normal three hours there will be a \$15 fee for the extra care hours that are provided. Full-day care will be provided on teacher in-service days, which will also require a fee of \$15 added to the weekly tuition.

School Holidays

Kidsville recognizes that working parents need full day programs during school holidays and breaks. Kidsville will not be open for business during Thanksgiving, Christmas Break or Spring Break unless there is a high enough need for care. For those children needing care during holidays that we are closed, Kidsville will provide a list of camps and other childcare services available during those times. No fees will be charged during Christmas Break and Spring Break if Kidsville does not open.

Kidsville will be **closed**:

- Labor Day
- Thanksgiving Break
- Christmas Eve and Christmas Day
- New Year's Eve and New Year's Day
- Martin Luther King Day
- President's Day
- Spring Break
- Good Friday
- Memorial Day

Two-week notice will be given if the center will be closed for other school holidays.

School Closings

If schools are closed due to inclement weather or facility problems (like no running water or electricity), Kidsville will also be closed. Notification of school closings will be by local news or posted on BISD's website. When schools delay opening, Kidsville will be open for after-school care only. Parents may be called to pick up their child early if inclement weather comes during the program time. There will be no refunds or adjustments if schools are closed due to inclement weather or facility problems.

Policies and Procedures

Parent Information and Responsibilities

It is the parent/guardian's responsibility to:

1. Sign the child out of the center each day. Children are not allowed to sign themselves out of the program. Failure to comply may result in termination of services.
2. **Notify the site director if the child will be absent for the afternoon.**
 - **Smithfield** (817) 925-3294
 - **Holiday Heights** (817) 692-5682
 - **Green Valley-** (817) 925-3173
 - **A.C.F.T.** (817) 692-1088
 - **Summit** (682) 240-4740
 - **North Ridge** (817) 675-4329
3. If you have not notified your Kidsville teacher of your child's absence there will be a search and find fee of \$5 for every occurrence.
4. Notify the site director of any change in the individuals authorized to pick up their child via written notice.
5. Provide current phone numbers where parents and other authorized individuals can be contacted in case of an emergency.
6. Pick up a sick or injured child from the program as soon as possible after being notified.
7. Adhere to all school and district policies.
8. Parents must have all required immunization records, tuberculosis tests, and hearing/vision screenings on file at the school.
9. **Children are dismissed only to authorized individuals listed on the enrollment form. A person picking up a child for the first time or not recognized by staff will be required to provide photo identification.**
10. The center may allow a school age child to be picked up by an older sibling when a request is made in writing. The center is allowed to do this only when all safety considerations have been met and prior written approval has been given.
11. Children should be picked up promptly by center closing time of 6:30 p.m. Failure to comply will result in a late fee of \$3 for the first five minutes and \$1 for each additional minute per child.

Refusal of Service

Kidsville Inc. reserves the right to refuse service for the following reasons:

1. Failure of parent or child to follow Kidsville and school policies, procedures and rules.
2. Falsifying information on Enrollment Application.
3. Parent or child's behavior is disruptive to program, including the use of physical or verbal abuse to staff or children.
4. Failure to pay fees as scheduled.
5. Failure to provide updated information and records.
6. Failure to sign child out on the sign out sheets.
7. Failure to pick up child by closing time.
8. When the director believes that continued services are not in the best interest of the child and/or Kidsville.
9. Failure to communicate with staff of child's attendance will result in search and find fees and/or dismissal from program.

Medical Information

Illness

Illness requires a greater need of care and compromises the health and safety of other children. An ill child will not be admitted to attend Kidsville if one or more of the following exists:

- Temperature over 100 degrees
- Loose bowels or diarrhea, which occur 3 or more times in a 24 hour period of time. Children may return to the program when normal bowel movements resume.
- Symptoms of 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 any other signs that the child is ill;
- A healthcare professional has diagnosed the child with a communicable disease, and he or she does not have medical documentation to indicate that he or she is no longer contagious.

Kidsville will call a parent to pick up a child who becomes ill. Parents are required to pick up an ill child within 45 minutes of notification. If a parent is reached, but cannot pick up their child, it becomes the parent's responsibility to arrange for alternate pick up with an authorized person. If a parent cannot be reached, our staff will call emergency contacts on record until arrangements can be made for the child to be picked up.

Children must be fever-free for 24 hours without the use of fever reducing aids in order to return to the program.

If a child is dismissed from school due to illness, or if a child has been in a nurse's office at the end of the school day, that child will not be allowed to attend Kidsville after school.

Kidsville is not responsible for medical expenses resulting from an illness or accident at Kidsville.

Children who have lice will not be able to attend Kidsville until they are lice free. Kidsville may check a child's head if they seem to be scratching a lot or complain of a crawling feeling in their hair.

Medication

Parents with children needing emergency medicine, such as, EpiPens or inhalers can provide this medicine to the director to administer as long as:

1. Parents sign an authorization form and include the times caregivers are to administer each medication according to label directions.
2. Medication is in the original container labeled with the child's full name and the date brought to the operation.
3. Medication is administered according to the label directions.
4. Medication is administered only to the child on the label.
5. Medication is not accepted after the expiration date.
6. Allergy Medicine, Tylenol, Benadryl, etc. **will not** be administered.

Medical Emergencies

When a child has been hurt or becomes ill the parent will be notified immediately by phone. If the parent cannot be reached, the site director will contact the emergency contacts listed. The child will be removed from the activities and kept comfortable. First aid will be administered at that time. Staff will provide continuous supervision until the child is picked up. If the injury is minor (scrape, bug bite, etc.) the parent will be notified at pick-up. An incident report will be completed and filed if the injury requires a 911 or parent call.

Parental Notifications

We ask that parents of children in our programs notify the Site Director in writing via email or text message by 2:00 pm if a child will not be attending after school or if the child will be a “Drop-In” for the day. Proper notification enables the program to more effectively maintain appropriate ratios, plan for the day, and ensure safety. **A search fee will be charged to parents of children enrolled in a licensed program who fail to report the child’s absence.**

Kidsville also requests that parents notify us:

- If their child becomes ill with a communicable disease
- Any change in emergency contacts and authorized persons
- Any change in a child’s enrollment record

This handbook is given upon enrollment with policies and procedures. A new handbook will be given at the beginning of each school year. A current copy is always available on the website. Updates to the policies and procedures will be sent home with the child to be added to the handbook. Parents are required to complete all paperwork before their child is admitted into the program. All changes and notifications will be posted in the licensing binder or posted on the sign in and out table.

Discipline & Guidance

Behavior Expectations

The Kidsville staff ensures that discipline and guidance are consistent for all children. The following policies are based on an understanding of individual needs, the development and promotion of self-discipline and acceptable behavior. A positive reinforcement approach that encourages self-control and self-direction will be used. When a discipline problem persists, the following actions may be taken:

- The site director will complete a behavior report and discuss the problem with the parent and the child.
- Parents whose child cause physical or emotional harm to themselves or others, or exhibit on-going disruptive behavior will be called for a conference.
- Parents may be requested to pick up their child for the day.
- A Behavior Agreement may be completed outlining the unacceptable behavior and consequences.
- If a child’s behavior continues to be a disruption at Kidsville, the child may be suspended or released from the program at the discretion of the Director.
- If a child is suspended from school, the child may not attend Kidsville during the suspension time.

Code of Conduct

The Code of Conduct is to ensure that each child’s behavior is consistent with school rules, and is attached to your registration packet. The child and parent should read the Code of Conduct together. The signed portion should be turned in with your enrollment form.

Snacks and Lunches

During the school year, children will be served a nutritious snack. Children may bring a morning snack from home or purchase breakfast at the school. During full day programs, children will be served a morning and afternoon snack. Parents should provide appropriate snack items for children with special dietary needs, due to medical or religious reasons, for days when the posted snack is not suitable.

Parents are allowed to provide a snack from home for their child, but Kidsville requires the parent to acknowledge the following terms:

1. Kidsville is not responsible for the nutritional value of any snacks sent by parents.
2. The parent understands that Kidsville will provide a snack to any child who does not have a snack from home.
3. The parent properly packages and stores the snack from home so that any bacteria growth on the snack will be prevented throughout the school day.
4. The parent agrees that any snack brought from home may not be shared with any other students at Kidsville.

During full day programs, children must bring a nutritional sack lunch from home and eat breakfast before coming to Kidsville in the morning.

Immunizations

All children enrolled in Kidsville After School Care must meet the immunization requirements specified by the Texas Department of State and Health Services. Tuberculosis testing for children under the age of 14 is not required. Each child must have their current immunization record on file at the attended school to attend Kidsville. The record must include:

1. The child's name and birth date
2. The number of doses and vaccine type
3. The month, day, and year the child received each vaccination
4. The signature or stamp of the physician or health care professional who administered the vaccine.

Enrollment

In order for your child to attend we will need the following information filled out on the enrollment form:

1. The child's name and birth date
2. The child's home address and telephone number
3. Date of the child's admission to the operation
4. Name and address of parent(s)
5. Telephone numbers where parents can be reached while the child is in care
6. Name, address, and telephone number of another responsible individual (friend or relative) who should be contacted in an emergency when the parent cannot be reached
7. Names and telephone numbers of persons other than a parent to whom the child may be released
8. Name, address, and telephone number of the child's physician or emergency care facility

9. Authorization to obtain emergency medical care and to transport the child for emergency medical treatment
10. A notarized statement of the child's special care needs, if applicable
11. The name of the school that the child attends
- 12. If needed: written permission for a Kidsville student to walk home or to be released to a sibling under 18 years old**
13. All signatures lines must be signed and dated
14. Parents must have all required immunization records, tuberculosis tests and hearing/vision screenings on file at the school

Parent Communication

Parents are encouraged to talk with their site director on a regular basis regarding the care of their child. In order to better meet the needs of your child, we may share information cooperatively with the school faculty.

Parents are welcome to visit the childcare facility at **anytime** during operating hours and participate in all activities unannounced. Parents are also always welcome to view minimum standards and Kidsville's most recent Licensing inspection report, which reside in the licensing binder, which is next to the sign out binder everyday.

Mandatory Reporting of Child Abuse

The Texas Department of Family & Protective Services (DFPS) requires Kidsville to report suspected cases of child abuse. This includes the reporting of parents whose abilities appear to be impaired by drugs, alcohol, or any other reason.

The Texas Department of Family & Protective Services Contact Information

Fort Worth Office (817) 321-8000
1501 Circle Dr., Ste. 310 Fort Worth, Texas 76119

Licensing and Abuse Hotline Contact Information

Child Care Licensing Office 817-321-8604
The Child Abuse Hotline is 800-252-5400 or www.txabusehotline.org

Emergency Preparedness Plan

Kidsville has an emergency plan in the event of a major catastrophe in the posted licensing binder. Kidsville's staff has been trained on the procedures. An evacuation floor plan is posted in each room utilized by Kidsville students.

Fire and Emergency Evacuation Drills

All Kidsville sites conduct monthly, unannounced fire and quarterly severe weather drills. During a drill parents cannot sign children in or out of the program. Parents may wait in the safe zone with their child until the drill has finished.

Non-Discrimination Clause

Kidsville Inc. does not discriminate in employment or enrollment on the basis of race, color, religion, national origin, sex, marital status, disability or handicap, age, veteran status or any other status protected under local, state or federal laws.

Parents are allowed to breastfeed on premises.

Fees for the School Year

Kidsville Inc. has priced their services below the current local market. We have taken the average of eight daycare facilities in the area and deducted 15% for regular tuition. Children of BISD employees or children that qualify for the free or reduced lunch program will receive an additional 10% discount. Tuition is as follows:

Tuition	After School Only	Before & After School	Drop-in
Weekly	\$73 for first child \$68 for siblings	\$80 for first child \$75 for siblings	\$25 per day
Discounted Weekly – BISD employees & qualified students of free lunch program	\$66 for first child \$61 for siblings	\$72 for first child \$67 for siblings	\$25 per day

The **non-refundable** registration fee of **\$20.00** is due at the time of enrollment.

Fees for Full Days

1. Payment must be made in advance
2. No sibling discounts for full days
3. The \$15/day fee is added on to the weekly fee

Financial Terms and Conditions

1. A **non-refundable registration fee** of \$20 is due at the time of registration.
2. A **full-weekly fee is due whether or not a child attends for the week**. There will be no credit adjustments or refunds for absences.
3. A **\$25 return check fee** will be charged for each returned check. A money order may be required for future payments.
4. Payment is required on Monday of each week.
5. A **\$10 late fee will be assessed *each* Wednesday until payment has been made**.
6. **Tuition verification and tax forms will not be given to anyone with an outstanding balance**.
7. There will be an additional charge of \$15.00 for full and half day release, if your child attends for the day. **Payment is required in advance!**
8. **Withdrawal from the program must be submitted in writing for tuition charges to cease**.

BISD Employee and Other Discounts

Kidsville provides a 10% discount for children of BISD employees or children that qualify for the free or reduced lunch program. Guidelines are as follows:

1. **Parents must provide verification of employment.**
2. Parents must pay full enrollment fee.
3. The discount is for weekly attendance. It does not apply to full day programs or drop-in days.
4. **Parents must provide verification that their child is participating in the school lunch program to receive the 10% discount.**

Payment Information

Payment is required each Monday by 6:30pm. **A late fee of \$10 will be assessed if payment is not received by the close of business on Tuesday.** Kidsville has the right to refuse services to any student with a delinquent balance past 2 weeks. Parents/Guardians on the enrollment application are responsible for payment of tuition and authorizing who may pick up the child. All changes must be submitted in writing.

Method of Payment

The accepted forms of payment are online payment, check, or money order. Please go to www.tuitionexpress.com to make online payments. New parents need to email info@kidsvilleinc.com for their tuitionexpress ID and registration code.

Income Tax Receipt

As a courtesy to clients, Kidsville provides one complimentary copy of your total childcare expenses for the year. Please retain a copy for your tax records. Additional copies will require a \$10 processing fee.

General Information

Personal Belongings

- Kidsville **is not** responsible for personal belongings or clothing that are lost or damaged.
- Children will participate in active play and should dress accordingly.
- All items (clothing, school supplies, lunch boxes, toys, etc.) should be marked with the child's name.
- The center is equipped with age appropriate materials – children are asked not to bring any toys or electronic equipment except on Fridays. Students are not allowed to bring games rated older than E10+

Staff

Kidsville Inc. assumes no responsibility for staff's conduct or activities outside Kidsville programs. Staff members are not allowed to provide private childcare or transportation for children who are enrolled in our program.

All of Kidsville's staff go through extensive background checks and tuberculosis testing.

Quiet Time

Kidsville provides a quiet support system for children to work on homework after snack time every Monday through Thursday. Children are encouraged to do homework, but will not be forced. Children who do not participate with homework are provided with other quiet activities, such as reading, writing, or worksheets provided by Kidsville. Kidsville staff members are not certified teachers; parents are encouraged to review their child's homework for accuracy and completion.

After School Activities

If your child participates in after school activities, such as choir, tutoring, clubs, or sports, an *After School Activity Authorization* form must be completed and on file with Kidsville staff.

Supervision

Kidsville uses a supervision system that allows staff to know where children are at all times, including during transitions (e.g., moving from outdoors to indoors, room to room, and using rest rooms for younger children). Staff members are responsible for maintaining the ability to see and/or hear all the children they are supervising by moving about an area as necessary. Staff must position themselves in a way that allows them to watch as many children as possible, and will continue to scan the area to supervise all children.

Kidsville's staff plans for and provides different levels of supervision based on the ages, abilities, developmental levels, and needs of children. The level of supervision varies to match the individual needs of each child's temperament and developmental stage as well as the type, complexity, and level of risk or difficulty of activities. Kidsville staff must intervene when necessary to ensure safety.

Bullying

Kidsville is committed to the idea that no child deserves to be bullied, regardless of their ethnicity, faith, gender, age, ability, sexuality, social background, or lifestyle choice. Kidsville implements a zero tolerance policy regarding any type of bullying activity.

Outdoor Play

Weather in Texas can be unpredictable and change with very little notice. Kidsville believes that outdoor play benefits children both physically and socially, but also understand that exposure to extreme weather can be harmful. Kidsville will not expose children to extreme weather, or hot and freezing conditions, for extended periods of time. **If there are special conditions in which your child cannot go outside please let us know.**

Playground equipment located on public property is not maintained by TXDPS and is maintained by the Birdville School District. During enrollment parents are required to sign a form reminding them of this circumstance.

Incident Reporting

The following incidents are reportable incidents when involving a child. Incidents will be reported to parents or Child Care Licensing with an *Incident Report* form when needed. The parent of each child involved is required to sign the report at the time of pick-up or within 48 business hours.

Reportable Incidents:

- Verbal, physical, emotional, or sexual abuse
- Neglect, abandonment, or exploitation
- Critical illness or injury
- Medication error
- Communicable disease
- Unsafe occurrences
- Situation placing any child at risk