



## The Kipling School

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## Early Childhood Parent Handbook

*Information, policies, and procedures contained in the Parent Handbook are subject to change at any time and supersede any previously published policies. The terms of this Handbook are binding and may not be modified or amended, except in writing by an authorized representative of The Kipling School.*

## **Welcome to The Kipling School!**

Thank you for choosing us for your child's early education. We are so excited for your child to begin their educational journey with us!

Kipling Street Academy in Montrose first opened its doors to the public in October 2007. In 2012, we established The Kipling School, located on Shepherd Drive, adding our Elementary school in 2014 and Middle School in 2018. Kipling Street Academy and The Kipling School continue to grow as proven leaders in our field, serving infants through eighth grade between our two locations!

We are proud to have built an extraordinary place where the needs and growth of children come first. It is a place where you can feel comfortable knowing that our staff is highly trained and committed to the education and wellbeing of your child.

At Kipling, we recognize children as individuals with unique gifts, strengths, and needs. The spirit of Kipling, fostering a lifelong love of learning and growth, can be seen in everything we do. Our multi-year, age-appropriate program is based on your child's natural development, and our small class sizes, flexible classrooms, and effective teacher/student ratio ensure individualized attention. It is our goal to nurture your child through meaningful application of learning in a safe, exciting, creative, and loving environment.

We thank you again for your trust and support by enrolling your child at The Kipling School. These precious years will be filled with excitement and discovery, and we are honored to be partners in this journey!

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## **Mission & Philosophy**

Our mission at The Kipling School (“Kipling” or “the School”) is to provide a safe, dynamic, and nurturing environment, where we can spark curiosity, challenge our future leaders, and deepen the desire to grow as individuals and in community in our ever-changing world.

The Kipling School provides a loving environment in which each child can develop at his or her own pace. The staff implements developmentally appropriate activities for each age. We believe that children learn best by hands on activities. We provide carefully organized educational experiences with opportunities for creative expression, constructive play, social and emotional interaction, communication skills, physical development, practice in reasoning, logical thought, encouragement of decision making, risk taking and responsibility.

## **Curriculum Goals**

The most important goal of our curriculum is that each child feels successful while participating in all activities at Kipling. Self-esteem fosters success.

The major area of a child’s development includes physical, social, emotional, language, cognitive and intellectual aspects. Developmental factors are interwoven through all of these areas. Our learning centers are designed to address these areas of development. Center time includes art, dramatic play, computers (ages 3+), language, reading, writing, science, math, fine motor activities, outdoor activities, dress-up, and music. Children learn what their role is in these activities, as well as making choices for themselves during center time.

Part of our program is to conduct assessments to support children’s learning, using a variety of methods, such as observations, checklists, rating scales, and individually administered evaluations. Assessments are a vital part of education. They are used to drive instruction in the classroom, improve teaching practices, and help us meet the needs and interests of children. All assessments are conducted by the teachers in the classroom to create a safe testing environment. Parents will be provided a copy of the biannual assessments completed in April and October, and conferences with the teacher will be offered to allow you time to discuss the assessment and answer all your questions about your child’s development and future expectations.

All student assessments are considered confidential documents, and the information is only shared with parents, directors, and the teaching team to make academic decisions. Assessments will be stored in student files.

When a child leaves The Kipling School, we want them to leave with a love of learning and to be excited about entering elementary school.

## **General Information**

The Kipling School is open year-round, Monday through Friday, from 7:00AM-6:00PM. Holiday closures are noted in this Parent Handbook, as well as our academic calendar, available at [thekiplingschool.com](http://thekiplingschool.com).

Children 2 months through 5 years of age are eligible for enrollment. Enrollment is not restricted based on race, ethnicity, national origin, or religion. Admission is based on available space & student needs.

## Enrollment Procedures

Parents are encouraged to set an appointment to tour the School and meet with a director to discuss space availability, student needs, policies, and questions.

Parents must submit all necessary enrollment forms **completed in full before the child's first day in attendance**. The following forms are **required by state law**:

- Admission Information Sheet
- Copy of Health Statement AND Immunization Records, signed & dated by doctor
- Hearing & Vision Screening results, signed & dated by screener (children aged 4+ only)
- Infant Care Instruction Sheet (children enrolled in infant program only)
- Copy of Birth Certificate

These forms, along with the student's permanent records, will remain confidential. Only program administrators, the child's classroom teacher, parents or legal guardians, and regulatory authorities will have access.

Parents of enrolled children will be notified in writing of all policy changes within 24 hours. Notifications will be sent via e-mail.

A non-refundable application fee of \$150.00 must be paid at the time of application. If a classroom position is not available, your child's name will be placed on the waitlist according to the date your application fee was received.

A biannual \$100.00 supply fee is required for all attending students except those in the infant class. When a student graduates out of the infant class and into the toddler class, or on his or her first day or month in the older classes, the first supply fee is due.

If a spot becomes available for your child who is on the waitlist, you will be contacted by administration via phone and/or email. You will be required to pay a confirmation payment equivalent to one full month's tuition, plus any applicable fees, within twenty-four (24) hours of verbally confirming the position in order to hold the position in your child's name. This confirmation payment is non-refundable regardless of attendance, as it confirms your desire to hold a position in our school. If you fail to submit the confirmation payment within twenty-four (24) hours of acceptance of an opening, your child's position will be released to the next family on our waitlist. First month of attendance will be prorated on the basis of school days in that month. All enrollment forms will be due two (2) weeks prior to your child's first day. Children are not allowed in attendance unless all required forms are on file. Classroom placements are subject to change according to enrollment numbers and at the director's discretion.

## Student Transitions

Every attempt is made to maintain continuity of relationships between teaching staff and children and among groups of children. Parents will be notified of any upcoming changes to help facilitate the transition of their child from one classroom to another or from one teacher to another.

In addition, we strive to make these transitions as easy as possible. We make every effort to keep each child in the same class for at least nine months to ensure positive relationships and learning experiences related to their specific age group.

## Student Withdrawal

A written notice is **required** thirty (30) days in advance if a child is to be withdrawn from our program. Parents are financially responsible for all tuition and fees for the thirty (30) days following the date of written notice of withdrawal. With the exception of the initial confirmation payment required for enrollment, parents that have provided appropriate notice will be refunded on a prorated basis any prepaid tuition and supply fee after all balances have been paid. After the first month of enrollment, tuition and fees will be prorated according to the number of days the School is open during the given month. No refunds or credits will be issued in the event that the thirty-day notice of **intent to withdraw** has not been provided, nor will any refunds or credits be issued for failure to complete the enrollment process after paying the initial confirmation payment. The final payment must meet all financial obligations to date and is due within three (3) business days of Kipling School's receipt of withdrawal notice.

On your child's last day, key fobs should be turned into the office and all personal belongings taken from the School. Assuming key fobs are functional and returned intact within 30 days of withdrawal, a full refund of your key fob deposit will be sent to the last address on file for your family, provided all financial obligations have been met.

Children may be administratively withdrawn due to the failure of parents to meet financial obligations, including late charges and late pick-up fees, or failure to follow policies and procedures as stipulated in this Parent Handbook. Families subject to administrative withdrawal for any reason will still be financially responsible for all tuition and fees for the thirty (30) days following the date of notice of withdrawal. Readmission after withdrawal is conditional on the approval of administration and will require the full payment of any outstanding account balances as well as the payment of all enrollment fees including registration and supply fees.

By enrolling at The Kipling School, parents are making a commitment to our school to fulfill all financial obligations, regardless of physical attendance.

## Financial Arrangements

Tuition payments are to be made by personal or cashier's check, due in full, *on or before* the 1<sup>st</sup> of each month. When the 1<sup>st</sup> of the month falls on a weekend or holiday, tuition will be due the last business day before the 1<sup>st</sup>. Tuition may also be paid online via ACH bank draft for a processing fee of up to \$7.00 per transaction. Please notify a director if you wish to opt into this payment method. Due to processing times, ACH payments must be made by the 24<sup>th</sup> of the month prior to avoid late fees. A \$25.00 late fee per child will be charged when payment is not received by the respective due date above for the payment method used.

Tuition and fees are due according to the Tuition Schedule, provided at the time of enrollment, regardless of whether an invoice is received. Families who require an invoice in order to release payment must notify the School by the 15<sup>th</sup> of the month prior if they have not received one. Failure to receive an invoice does not exempt a family from the responsibility to pay on time, and late fees will not be waived on this basis.

*Cash will not be accepted by The Kipling School as payment for any tuition or fees.* Returned or reprocessed payments will be subject to returned payment and reprocessing fees, as well as bank fees.

Final month of attendance will be prorated based on the number of days that the School is open given that advance written notice of at least thirty (30) days is provided for withdrawal. The final month's tuition will be due within three (3) business days of the withdrawal notice. Receipts will not be issued; instead, your cancelled check or bank statement will serve as your receipt.

### ***Sibling Discount***

Families with two or more siblings enrolled are eligible to receive a 5% sibling discount on the lowest tuition in any month that more than one child is enrolled for the full month. The discount will not apply to partial months of enrollment.

### **Arrival, Departure, & Transportation**

Parents may drop off and pick up children anytime between the hours of 7:00AM and 6:00PM. All parents must drop off all children in the classroom or to the teacher to be signed in without exception. Only authorized individuals will be allowed to pick up a child. Directors must be notified in writing of any individuals authorized to pick up. Authorized individuals must be able to provide a valid photo ID upon arrival. Children must be accompanied by a parent or authorized adult at all times while on school grounds. The Kipling School employees are prohibited from transporting children under any circumstances and may not be listed as authorized individuals to pick up.

*There will be no transportation or off-site field trips, except in the case of an emergency.*

### **Late Pick-Up Charges**

There will be a late charge if your child has not been picked up within 5 minutes after closing. For the first 3 times, the charge is **\$1.00 for every minute** after 6:00PM. Following the third time, the charge is **\$3.00 per minute** after 6:00PM. You will need to sign a Late Pick-Up form at the time you pick up your child. Please call the office if you are going to be late, so we may reassure your child that you are coming. Please leave a message if there is no answer.

### **Credit for Absences**

The Kipling School will not give tuition credits for absences due to illness or any other reason.

### **School Closures 2025-2026**

|                                   |                             |
|-----------------------------------|-----------------------------|
| September 1, 2025                 | Labor Day                   |
| November 24-28, 2025              | Thanksgiving Holiday        |
| December 22, 2025-January 2, 2026 | Winter Break                |
| January 5, 2026                   | Teacher In-Service          |
| January 19, 2026                  | Martin Luther King, Jr. Day |
| February 16, 2026                 | Presidents' Day             |
| March 9-13, 2026                  | Spring Break                |
| April 3, 2026                     | Good Friday                 |
| May 25, 2026                      | Memorial Day                |
| July 3, 2026                      | Independence Day            |

## Food

The Kipling School will serve 2 snacks per day, one at 9:00 AM and the other at 3:00 PM. Fresh, hot lunches are also served daily. Each snack and meal will be served with whole milk. A copy of the menu will be emailed to parents every Friday with lesson plans for the following week. Food will not be served after the scheduled afternoon snack ended, except in infant classrooms. Food prepared at the School will not be served to those students enrolled in infant classes. Infant classrooms will only serve food provided from home. Food from home cannot be stored at school overnight.

If a child has a diagnosed allergy, parents must provide an allergy action plan signed by a medical professional as well as all emergency medications with specific instructions regarding what medications to administer in the event of exposure to an allergen. All food allergies requiring an allergy action plan will be posted in an area where all staff are able to review any allergies in the building. Any other dietary restrictions must be requested in writing and will be provided to our chef with the list of allergies. *Please note that there are certain dietary restrictions that Kipling may not be able to accommodate.*

Kipling is a peanut- and tree-nut-free school. Additionally, Kipling will not serve the following foods due to choking hazard and/or allergies: hot dogs (whole or sliced into rounds); whole grapes; popcorn; raw peas; hard pretzels; chunks of raw carrots or meat larger than can be swallowed whole. If brought from home, the preceding items may only be served to children 4 years and older.

Foods with high sugar content and/or low nutrient value should not be brought to the School, with the exception of classroom holiday parties and children's birthdays. Parents are allowed to bring a treat, such as cookies or cupcakes, for the class (1 treat per child) only on their child's birthday; however, birthday parties may not be held at The Kipling School. Please do not send food for children other than your own. Teachers will not pass out treats for other children other than what is described above. If you have a concern regarding this matter, please contact an administrator.

Open containers of food and beverages will only be served at classroom tables and may not be carried through the school. If you wish to send food or beverages from home, please send it in a closed container with a lid that seals to prevent spilling.

## Personal Items

EVERYTHING YOUR CHILD BRINGS TO SCHOOL MUST BE CLEARLY LABELED WITH HIS OR HER FIRST NAME AND LAST INITIAL.

### *Security Objects, Toys & Valuables*

If your child has a security blanket type object, which he/she needs to help ease the transition from home to school, please allow them to bring it in the beginning. We will help with the transition by suggesting that he/she leave it in a cubby when comfortable, thereby gradually weaning them from it and leaving it at home after that.

**Please do not allow your child to bring toy weapons, jewelry, electronic devices, or money to school.** All toys should be left at home. We cannot be responsible for items brought to school, but we will try to help your child get home with it. Labeling everything will help us return your child's belongings.

### ***Show and Share***

Each class has a “Show and Share” day. All items must be labeled with your child’s name and fit inside your child’s school bag. Please call the Director to make a request in advance if you would like to bring a live pet. It must be properly vaccinated and leashed or in a container, and prior approval from administration is required. Some animals are prohibited, including all reptiles.

### ***Clothing***

Our activities include such things as sand and water play, painting, clay modeling and playing outdoors. All activities require comfortable, washable, “play” clothes. **Shoes should have non-slip soles.** This is very important for your child’s safety. Since we go outside each day, please send a sweater or jacket in the winter, and sunhats and sun block in the summer. **These items must be labeled with your child’s first name and last initial.** Quite often your child will have an item of clothing just like another child’s.

### **Change of Clothes**

Little accidents happen. Children should be sent with a set of clothes on their first day to leave at the School in case they need to change clothes. Please label the clothes individually and put them in a zip lock bag labeled with your child’s name.

### **Special Needs**

The Kipling School collects information on any special needs an enrolled child may have in an effort to provide reasonable accommodations as recommended by a health care or other qualified professional. As such, we will utilize any adaptive equipment provided by the family as recommended for a child’s use, while ensuring our activities include children with and without special care needs by adapting classroom procedures and individualizing instruction as necessary.

Families who utilize early intervention or other special education services (e.g., speech therapy, occupational therapy, etc.) are encouraged to provide the School with learning goals and supports from qualified service providers so that these may be reinforced in the classroom setting. Families are also invited to put the School directly in contact with providers to give firsthand feedback and observations via email, conference calls, questionnaires, etc. Our goal is to work as a team with families and providers to help every child thrive and participate to their fullest potential! Families should contact the School directly at their building’s designated email address if any on-site services are recommended or requested by the provider.

### **Discipline**

Our purpose for all discipline with your children is to help them learn self-control and be socially responsible. “Be Kind”, “Be Neat” and “Be Safe” are the rules we use to set appropriate limits of behavior. We will try to redirect their actions to more appropriate behavior. Choices will be given. If all efforts fail, we will use a time-out from activities until the child feels able to control himself and rejoin the group.

At no time will a child be physically punished, threatened or intimidated. We rely on techniques of redirecting attention to constructive behaviors, compromising differences, and encouraging children to seek alternatives within the boundaries of their abilities.

Our discipline and guidance policy is as follows: discipline will be individualized and consistent for each child, appropriate to the child's level of understanding and directed toward teaching the child acceptable behavior and self-control.

Caregivers will use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following: using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements; redirecting behavior using positive statements; and using brief supervised separation 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 will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited: corporal punishment or threats of corporal punishment; punishment associated with food, naps or toilet learning; pinching, shaking, or biting a child; hitting a child with a hand or instrument; putting anything in or on a child's mouth; humiliating, ridiculing, rejecting, or yelling at a child; subjecting a child to harsh, abusive, or profane language; placing a child in a locked or dark room, bathroom, or closet with the door closed; and requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

For children with persistent or challenging behaviors, teachers, families, and professionals will work as a team to develop and implement an individualized plan that supports the child's inclusion and success.

### **Dismissal/Expulsion Policy**

Unfortunately, we must include a dismissal/expulsion policy. This will be referred to primarily in the event of dangerous or other behavior issues that cause harm to other students or teachers. However, The Kipling School reserves the right to dismiss or expel any student or family for any reason the School deems appropriate.

The most common issue in preschool is biting. We will work with children who develop a biting problem; however, if it persists uncontrollably for long, we will have to ask that the student take a break from school until the biting stops. Please do not take this personally if your child is biting. If your child is bitten, please know that biting is unfortunately something that some children do and is quite normal as they learn to communicate by other means. We understand how upsetting it is to arrive at the end of the day to pick up your child and see bite marks on them. We ask for your patience while we try and work with these children to stop the biting. If your child had bitten someone, you would want the same courtesy extended to you.

We always want to work with children as they grow and learn. However, if a child is repetitively hurting others and disrespectful to the point of needing to be removed from the classroom setting or unable to function without incident in the classroom, they are subject to administrative withdrawal. On that same note, parents who repeatedly behave inappropriately, who do not have best interests of the children or school in mind, may inadvertently cause their own administrative withdrawal.

Hitting teachers or students, spitting on teachers or students, screaming, cursing, indecent exposure, inappropriate touching, etc. will not be tolerated. Unacceptable behavior from parents, including but not limited to threats, use of inappropriate language, or making disparaging or harmful remarks about the school, its staff, or other families—whether in person, to other school community members, or on social

media and online platforms—will also not be tolerated. Concerns or complaints should be brought directly to school leadership so they can be addressed constructively. We have truly wonderful families and employees at this school, and we will not tolerate rude or inappropriate behavior toward any of them. This includes other children, parents, teachers, and staff. Please know that every effort will be made on our part to correct any issue before it gets to this. The safety and wellbeing of each child is of the utmost importance to us.

## **Parent Involvement**

Parents of enrolled children are welcome to check in at any time. We believe that parents are a child's most important teacher and would like to work with you in making your child's preschool experience the best it can be!

Parents will be kept informed through daily notes home from teachers, emails and/or calls from administrators, newsletters, and bulletin board postings. Parent conferences are held twice a year, and upon request, in order to discuss your child's growth and development. Parenting is not an easy job; therefore, we will offer parenting support through parent training sessions, referrals, and even a listening ear. Let us know how we can help. Remember your input is always appreciated.

## **Policies and Procedures for Parents**

1. Parents are welcome to make an appointment to review and discuss with a director any questions or concerns about the policies and procedures of the child care center, in person, or by phone at (713) 861-6743 (Shepherd) or (832) 203-7888 (Floyd).
2. Parents are also welcome at any time during the center's hours to observe their child, the childcare center operations, and program activities without having to secure prior approval. However, please be aware that your presence in the classroom may disrupt normal student behavior and interrupt instruction. We ask that parents not talk at length at drop-off and pick-up, as teachers are on duty caring for other children at these times. Mothers of infants are welcome to breastfeed their children in the infant classrooms during the center's hours.
3. Parents are encouraged to participate in the center's operation and activities by contacting a director in person, by phone, or e-mail.
4. Parents may review a copy of the minimum standards and Kipling's most recent Licensing inspection report in the lobby.
5. Parents may contact the local Licensing office at (713) 940-5200, or report child abuse at the [Texas Abuse Hotline Website](#). The hotline number is (800) 252-5400.

## ***Legal Disputes & Custody Agreements***

Parents may not involve any employee of The Kipling School in custody matters or any other legal disputes. The Kipling School and its employees are not responsible for enforcing or otherwise monitoring custody agreements. All court orders regarding assigned custody must be kept on file as part of the student's permanent record. Any parent or legal guardian is able to visit the School and pick up their child(ren) at any time, regardless of an established custody agreement, unless the School has a safety concern or a formal legal document is on file that restricts such access, such as a restraining order. These family matters are expected to be handled off campus before a child is dropped off at the School.

## Webcam Viewing

The Kipling School is equipped with cameras in each classroom so that parents can log on and view their children's activities throughout the day. By logging onto WatchMeGrow.com you can register and will be allowed access to view your child's classroom starting on his or her first day of school.

Each family may have a maximum of two (2) viewing accounts (one for each parent). Recording footage and/or taking screenshots of the WatchMeGrow footage is strictly prohibited and is a violation of WatchMeGrow's policies, as it infringes on the privacy rights of other families. Any attempt to record footage or capture still images of the WatchMeGrow feed will result in permanent suspension of your viewing account.

## Safety

Keeping children safe is a top priority for The Kipling School, so there are a few rules we ask parents to follow to ensure this priority is met.

On stairs, parents must always hold one of their child's hands, and make sure that their other hand is holding onto the handrail. This helps them learn to use the stairs safely when they go down and up as a class. Children are never to be allowed on the stairs without an adult. Children may not be anywhere on school property without adult supervision. Children must be within arm's length of an adult and **may not** open school doors or run off from their supervising adult. This also applies to older siblings and other children who are not enrolled at Kipling.

In the parking lot, it is important to be highly alert at all times. Always drive slowly (*no more than 5 MPH*) when entering and exiting the parking lot, and **never** use cell phones. When possible, we encourage parents to reverse into available parking spaces. Parents must also be sure to have a firm hold on each child before exiting the building.

***Again, cell phone use is prohibited at all times on our campus, whether driving or parked on school property.***

## Infants and Safe Sleep

When arriving at The Kipling School, infants must be removed from their car seats by their parents, as the School does not store car seats. All children must be awake and alert at drop off. Per Child Care Licensing Minimum Standards, infants under twelve (12) months of age must sleep in a bare crib except for a tightly fitted crib sheet. The crib sheet must be specifically designed for the size mattress in use, which the School provides. No plush toys, blankets, swaddles, or restrictive devices are allowed inside cribs. Pacifiers attached to stuffed toys or to the infant's clothing by a string, cord, or other attaching mechanism are not permitted for use at the School. The infant may sleep in a restrictive device or be swaddled only if the School has a Sleep Exception Form on file completed and signed by a medical professional stating a restrictive device or swaddling is medically necessary. Infants are required to be placed in a face-up sleeping position in the infant's own crib, unless a completed Sleep Exception Form is on file that includes a signed statement from a health-care professional stating that a different sleeping position for the child is medically necessary. Infants able to assume a different sleep position on their own will be allowed to maintain that position. For more information on safe sleep, please visit [healthychildren.org](http://healthychildren.org).

### ***Playground Safety***

All children will enjoy two supervised outdoor play times per day, weather permitting. Parents are required to provide sunscreen and insect repellent to use during outdoor play, which the teachers will apply to each child before their scheduled outdoor play time. Teachers communicate to parents when any supplies need to be replenished.

### **Medication**

If possible, parents should schedule times for administering medication, including daily vitamins, to their child while the child is at home. If this is not possible, a Medication Authorization form must be filled out and signed before any medication will be administered at school. All medications must be clearly marked with your child's full name and must be in the original container with the original label. Medication of any kind is not to be left in the child's cubby, backpack, or lunch box. Medicine cannot be left at the center longer than the date indicated on the Medication Authorization form and will not be stored overnight. Medicine left with no authorization will be returned to you.

- **Medication must be unexpired, in the original package and labeled for the child. Label directions or a doctor's prescription (not parent directions) will be followed, documented, and witnessed.**
- **Prescription medication must be in the original container with the prescription label attached.**
- **If label directions recommend to ask a doctor, Kipling must have a doctor's note on file to administer the medication. Doctor's authorization must include the child's name, date of birth, name of the medication, specific dosage information, and instructions to administer medication to the child.**
- **Even something as simple as a homeopathic medicine or a throat lozenge will be treated in this manner and must be kept in the office.**
- **Parents must notify classroom teachers of any medications left in the front office to be administered at school, as well as times to be given.**

### **Accidents & Emergencies**

Staff are certified in adult/child/infant CPR and basic first aid. In the case of a small accident (scraped knees, etc.) the staff will clean the injured area and apply a bandage. If the injury is a bump, an ice pack will be applied. In the case of an accidental injury that requires further attention, we will make an immediate attempt to contact either parent. If a parent cannot be reached, we will call the child's physician and other emergency contact numbers. If the injury is serious, we will call for a paramedic immediately. The child's physician and/or ambulance paramedic will make the decision for treatment. Since emergency situations cannot be foreseen, it is imperative that the office be informed of any telephone number changes or a change in your emergency contacts.

### **Emergency Closures**

In the event of inclement weather or in other emergencies in which H.I.S.D. is closed, The Kipling School will most likely also close. In the event that The Kipling School closes, a notice will be posted on the entrance doors and/or there will be a message on our voice mail. Parents will also be notified via email. H.I.S.D. reports on school closures, delays, etc. may be obtained by checking local radio or television

stations, as well as internet or social media sources. Tuition credits will not be issued for emergency closures, as teachers will still be paid in full.

## **Emergency Preparedness Plan**

Fire drills are practiced monthly, while severe weather and lock-down drills are practiced quarterly during the school year. Children are taught how to follow designated evacuation routes and to exit the building quickly and safely. Children are taught how to stay with their class in a designated area outside of the building. Children who do not walk are evacuated in emergency cribs located in the infant rooms. The Kipling School's administrators are assigned to search the building and assist with children who need help evacuating quickly.

In the event of an emergency where complete building evacuation becomes necessary, staff are directed to take children to an offsite location, depending on their building. The primary offsite location for the Shepherd building is the parking lot on at the corner of Parker St. and Blossom St. If that location is inaccessible, the secondary location is the Little Woodrow's parking lot north of the building on the corner of Floyd St. and Shepherd Dr. (720 Shepherd Dr.). For the Floyd building, the primary location is the Little Woodrow's parking lot west of the building (720 Shepherd Dr.). If that location is inaccessible, the secondary location will be the parking lot directly across Floyd St. from the building (4703 Floyd St.). When all children are safe and accounted for, parents will be notified via email of their children's whereabouts for immediate pick up.

## **Reporting of Suspected Child Abuse and Neglect**

All employees at The Kipling School meet all DFPS requirements for annual training in the areas of abuse and neglect of children. At least one clock hour of the annual 24 hours of training focuses on recognition, prevention, and reporting of child abuse and neglect. This training includes: factors indicating a child is at risk for abuse or neglect; warning signs indicating a child may be a victim of abuse or neglect; procedures for reporting child abuse or neglect; and community organizations that have training programs available to child-care center staff members, children, and parents.

The Kipling School employees have a responsibility to report any suspicion they may have regarding the abuse or neglect of a child. Failure to report suspected abuse or neglect to the proper authorities is a misdemeanor; staff can be subject to criminal penalties or civil litigation for not reporting. Therefore, staff will report instances of suspected abuse or neglect to the childcare center director, the owner, and the Texas DFPS Child Protective Services Division. We are legally obligated to comply with these guidelines. Child Abuse can be reported to the Texas Child Abuse Hotline at (800) 252-5400.

## **Gang Free Zone**

Under the Texas Penal Code, any area within 1000 feet of a childcare center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. The Kipling School is a GANG FREE ZONE.

## **Health of Children**

Your child's health is very important to all of us. Upon enrollment, you must file with us a health form **signed by a physician**, which states that your child is free from infectious disease and physically able to participate in a preschool program. This form must be signed and updated yearly. We also require that all

children enrolled have certain standard immunizations and that these records **be kept current after each new immunization.**

Children will not be allowed in school if any symptoms of illness are apparent. In such cases, your child will be immediately isolated from other children and you will be contacted. It is very important that you pick up your child within thirty (30) minutes of being notified or make arrangements for your child to be picked up. **Children must be symptom and/or fever free for 24 hours without medication to return to school.** A doctor's note will not waive the 24-hour waiting period for instances of fever, vomiting, or diarrhea.

**If your child is found to have symptoms of illness, you will be contacted by phone and will be required to pick up your child within thirty (30) minutes. Your child will be excluded from attendance for any of the following:**

1. **Temperature:** No child will be allowed in attendance whose fever exceeds 100 degrees taken under the armpit as specified by the Texas Department of Health. We will not administer medication to lower a child's temperature (ex. Tylenol or aspirin) in order to allow a child to remain in attendance. If your child has a history of possible convulsions caused by a high temperature or sudden temperature change, you may leave medication with the appropriate instructions from your child's physician on an as-needed basis. This medication will be administered to lower the temperature immediately while you are in route to pick up your child.
2. **Colds and Runny Noses:** If the nasal discharge is clear, it may be allergy based and non-infectious. If the discharge is yellowish green, then your child should be seen by his physician. Before your child returns to school, we must be assured that your child's condition is being treated with medication or that the condition is not contagious.
3. **Diarrhea:** Children will be excluded from attendance if this appears to be caused by a viral infection. This infection will show up as loose, watery stools (4-6 per day) combined with mucus or blood flecks.
4. **Vomiting:** All children will be excluded from attendance for at least 24 hours after vomiting ceases and no fever exists. Temperature does not need to be present for a child to be excluded.
5. **Ear infections:** If there is no fever present and the child is currently being treated the child will not be excluded from attendance.
6. **Chicken Pox:** The child will be excluded from attendance until all blisters have crusted over and no fever exists. The sores don't have to be gone, but all blisters have to be crusted over. A one-week minimum absence from classes ensures your child is no longer contagious.
7. **Impetigo:** This is highly contagious and spreads rapidly. It appears as blisters on the skin that open and become covered with a yellowish crust. Even if no fever exists, the child must be excluded from attendance until treatment is begun. All sores must be covered.
8. **Conjunctivitis (Pink Eye):** Symptoms include red eyes, usually with some discharge or crust on the eyelids. The child must be excluded from attendance until treated and can only return when the child's physician has said the child is no longer contagious.
9. **Strep Throat:** The child must be excluded from attendance until 24 hours after antibiotic is begun and no fever is present.
10. **Rash:** The child will be excluded from attendance for any rash (redness covering a large area of the skin, including raised bumps, spots, sores, blisters, etc.) for which the cause is unknown. The child may return when symptoms have ceased for 24 hours, or with a physician's note stating that the rash is not caused by a contagious illness.

11. **Head Lice:** The child will be excluded from attendance and may only return after a minimum of 24 hours, with a note from a lice treatment professional or physician stating the child has been seen and all nits have been removed. All clothing and belongings must be washed in hot water and free of nits prior to return.
12. **Other Communicable Diseases (Mumps, Measles, Etc.):** The child will be excluded from attendance and may only return with a doctor's authorization. Any child lacking a regularly scheduled vaccine for a communicable disease will be excluded from the School at this time also.

**Please do not bring sick children in with you when picking up your Kipling student. If you need assistance, please call the office.**

## **Screening**

Hearing and vision screening is **REQUIRED BY STATE LAW** for all first-time entrants, (age four and older) and all four-year-old children as of September 1<sup>st</sup> of the school year. If you do not have your 4-year-old screened, you must supply the office with documentation that the screening will be done within 120 days of enrollment.

## **Health of Staff**

Staff members are not required by our center to receive the same standard immunizations as children; however, staff are required to follow same sick policies listed above to help ensure that children are not exposed to communicable diseases.

## **As an Accredited School, We Focus on Education of Children...**

### **What is a high-quality early childhood program?**

A high-quality early childhood program provides a safe and nurturing environment while promoting the physical, social, emotional, and intellectual development of young children. In our program you will see:

- frequent, positive, warm interactions among adults and children
- planned learning activities appropriate to children's age and development
- specially trained teachers
- enough adults to respond to individual children
- many varied age-appropriate materials
- nutritious snacks
- a healthy and safe environment for children
- regular communication with parents who are welcome as visitors at all times
- ongoing systematic evaluation

## Quality Survey

We are committed to providing you a **quality** childcare facility in which your child can learn and develop. We care about how well we are doing and welcome your input as a team member. We conduct a parent survey each year to solicit your input and provide an opportunity for you to rate the success of our efforts. However, please feel free to come and discuss your concerns and provide suggestions at any time throughout the year. We will send out a formal survey in the spring of every year.

You will be asked to rate The Kipling School in the following categories:

- Facility
- Curriculum
- Staff
- Community Involvement
- Communication
- Business Practices
- Child Safety
- Parent Events/Involvement

### *A Note About Our Staff Policies*

The Kipling School does not support or sanction the practice of families engaging the services of any of The Kipling School's current or former employees for babysitting or any other type of employment. It is a violation of company policy for current or former Kipling employees to transport, babysit, or attend birthday parties of The Kipling School children.

***We look forward to working with your family during these next few years.  
We do not take your trust for granted and thank you for choosing  
The Kipling School!***