



207 Elmhurst
Kyle, Texas
78640
268-6406

Parent Handbook

PURPOSE AND PHILOSOPHY:

*To create an environment full of learning experiences that will meet the needs of each individual child.

*To provide qualified teacher's who can create an environment where the children can develop intellectually, physically, emotionally and socially.

The Kid Ranch provides full time group care to children from 6 weeks to five years of age and an after school program and summer camp for children 5 (Kinder) to 10 years of age (5th grade). The goal of our center is to enhance the children's learning and development through planned educational activities and play. Our center is not based on one specific philosophy. We try to teach our children with a mixture of teacher directed and child directed techniques. In teaching our children we try to bring in as many "real" learning experiences as possible. For example: when learning about winter we may talk about how water turns to ice and show this in an experiment in our science lesson. We feel at The Kid Ranch that learning social skills is the most important of any of the developmental areas. We work with the children on relating to friends and making good choices on their own. All of which is part of building social skills. Our goal at The Kid Ranch is to teach our children to be creative thinkers.

All staff attend trainings throughout each year to help keep them current and to help them continue educating themselves in the best way to run their classrooms in a way that will best benefit the children. They use these trainings to help plan their days to be developmentally appropriate to their age group. The Kid Ranch Inc. is in compliance with the Texas Department of Family and Protective Services staff/child ratios.

MOTTO

The Kid Ranch motto is "learn as you grow." We are dedicated to providing a nurturing environment as well as helping your child learn, as they grow older. All of our teacher's as well as management staff get great satisfaction out of watching the children grow and learn. It is rewarding for the teacher's to see the children learn and grow before their eyes. The love of the children cared for in our center is the greatest job satisfaction to all involved in their learning development.

ENROLLMENT PROCEDURES AND PARENT REVIEW

All enrollment information must be complete **before** your child can begin at the center. After reading this handbook parents are encouraged to come by the office and ask any questions concerning our policies or procedures before their child's first day at the center. Policies and Procedures can be changed at any time. In the event there is a change in policy or procedures, parents will be notified in writing.

Children with special needs will be considered on a case by case basis and will be accepted only if we are assured we can fully meet the child's needs and the needs of the other children in the group with reasonable accommodation. In all cases, the child must

be able to participate and substantially benefit from our program without risk to him/herself or to other children.

POSITIVE PROGRESSIVE GUIDANCE (Discipline & Guidance Policy)

The Kid Ranch uses positive guidance techniques. If behavioral issues occur in our center, our philosophy is to help the children learn human values and problem-solving skills and take responsibility for their choices.

Discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- Directed towards teaching the child acceptable behavior and self-control.

A Caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self control, and self-direction, which include at least the following:

- 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 or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- 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.

If none of the above change the behavior, the following steps may be taken:

1. Teacher/Director coaching the child and contact with the parents.
2. Director, teacher, parent conference to make suggestions.
3. A second conference at which time the parent may be asked to find alternative child care.

Any or all of the above steps may be skipped or omitted as deemed appropriate, based on the extent of the aggressive behavior and circumstance.

DAILY SCHEDULE-

Each classroom has a daily schedule. The schedule for each group is planned to meet their physical, social, emotional and learning needs. The schedule is arranged into blocks of activity throughout the day. All Schedules are posted in your child's classroom.

The Kid Ranch has an 8:45 a.m drop off deadline. We are a learning center and it is important that the children are in their classrooms and ready to begin the day by this time so that they do not miss out on their daily lessons. It is also very disruptive to our learning times and to the other children in the classroom when children are brought to the center late. This drop off time applies to all age groups in the center including infants. Infants may be dropped off at a later time as long as you call by 8:45. If you do not call by 8:45 a.m. in the infant room you are considered absent for the day

Please try to schedule any doctor's appointments before 8:45 or after 2:30. We know that this is not always possible and will approve later drop off on a case by case basis as long as the drop off is before 11:00am or after 2:00pm. This must be pre approved by office staff. Thank you very much for your cooperation.

LESSON PLAN & CURRICULUM

The Kid Ranch uses a variety of age appropriate lesson planning tools. Each staff member spends time putting together a plan each month that is age appropriate and challenging for each age group. Each class will have lessons that include creative art, music experiences, cooking, at times, good children's literature, problem solving activities (puzzles and manipulatives), block building, home living and dramatic play, natural world and science and cultural diversity, sensory activities, and physical development activities.

The teacher's in each classroom will post monthly lesson plans that provide information on activities.

NEWSLETTER:

Each month the center publishes a newsletter containing information on activities, parenting issues, and other news items. This is usually available to all parents at the beginning of the month. It is important that parents read all newsletters, sometimes there is important information that you will only find in the newsletter. All newsletters are also posted on the center website.

HIRING STAFF TO BABY-SIT:

The Kid Ranch does not allow staff to baby sit for parents of the center.

POLICIES AND PROCEDURES:

Every organization must have rules and procedures to ensure that daily operation run as smoothly as possible. Due to the center being licensed by Texas Department of Family and Protective Services, there are State regulations that must be followed. Any family that fails to follow state regulations or center policies will be asked to withdraw their child/ren from the center.

ENROLLMENT:

When your child is actually enrolled at The Kid Ranch there will be many forms that have to be completed. Up to date Immunization records and a statement of good health must be provided to the center at the time of enrollment. Your child **CAN NOT** start at The Kid Ranch until both of these items are on file.

All enrolled families must have a daytime phone number that is working. You **MUST PROVIDE TELEPHONE NUMBERS** that we can contact you or other authorized persons in case of sickness, injury or an emergency. Children must be picked up *immediately* when called by the center. Children that are still at the center 1 hour after calling the parent will be charged an additional fee of \$1 a minute after the allotted pick up time.

When removing your child from the center's enrollment, you **must give 2 week written notice**. If a two week written notice is not given you are still responsible for paying for that two weeks.

OPERATING HOURS/DAYS & HOLIDAYS

The center is open Monday through Friday 6:30 a.m. to 6:00 p.m year around. The center closes for several holidays throughout the year. All holidays are standard closing with the exception of Christmas which may vary from year to year. The holidays are as follows...Good Friday and Monday after Easter, Memorial Day, July 4th, Labor day, the day before Thanksgiving, Thanksgiving Day, Day after Thanksgiving, Christmas Eve through January 2nd. The day to return from the holiday may vary depending on when the 2nd of January falls each year. Tuition remains the same even during holiday months. By paying monthly tuition you get several free weeks a year of childcare. When adding up holiday closing you still come out ahead.

Other circumstances that would make the center close are as follows.....

- *no electricity for an extended period of time (over 2 hours)
- *Phone service not available leaving us with no way to contact emergency services.
- *gas leak
- *No water service at the center for an extended period of time.
- *bad weather such as icy roads, flooding etc.. In bad weather situations

Listen to the local news. If the Hays CISD closes for bad weather then the center is also closed. If Hays CISD is not in school the center will make the call whether to close the center.

All closings due to inclement weather will be reported to Channel 7 and 24. Also listen on KVET and Kase Radio. You may also view the center website for closing information. The center web address is www.thekid ranch.com

ATTENDANCE:

It's important for the children to attend the center on a regular basis with the exception of illness or special events. When children are not at the center on a regular basis it makes it hard for them to adjust to the routines at the center. The more days a week a child is in attendance at the center the shorter the adjustment period for them may be. **IF YOUR CHILD WILL BE ABSENT FROM THE CENTER YOU MUST CALL AND LET SOMEONE IN THE OFFICE KNOW THE REASON FOR THE ABSENCE.** It is helpful to the center when they know types of illness to help prevent the spread throughout the center. The center is also required to report communicable diseases to the Texas Department of Family and Protective Services as well as the Health Department.

*****PLEASE REMEMBER TO HAVE CHILDREN AT THE CENTER BY 8:45. No drop off allowed after 8:45 a.m.

CLASSROOM VISITATION

Prospective clients will not be allowed free access to the children's areas (classrooms or playgrounds). If prospective parents want to see the children's areas, one of the administrative staff will give them a tour. If prospective parents decide they want to observe longer than the staff person has time, then staff may decide that the parents can remain in the classroom for a time once the initial introductions to the areas are completed. The most important thing is that strangers cannot just come into the center and have free access to the Center and the children.

Parents that have children enrolled in the center are welcome to drop by at anytime during the day. There is no need for appointments. Prior approval to drop by the center is never needed if your child is enrolled in the center. If you decide to drop by at activity time please be considerate not to disrupt what is going on in the classroom.

All parents are invited to attend Holiday parties or special activities that may be held at the center.

TUITION AND FEES

There will be a \$25 Return check fee on all Checks!!!! If at anytime you have a check returned to the center you must pay future tuition with cash or money order.

The registration/deposits are due at the time your child is accepted and are non-refundable. Supply fees are charged once a year and are prorated each quarter based on your enrollment date. Check family folders regularly to find notices of any fee's that may be due. Registration fee for new enrollment is \$95 and supply fee at enrollment depends on your enrollment month. Annual Supply fee's will be due in September of each year and are \$100.

A two-week tuition deposit will be assessed on each child upon registration. This fee will be applied towards your first two weeks of enrollment

Tuition varies on age and program. Check with the office for current prices.

Payments are due on the 1st of each month. After the 5th, there will be a \$25 late fee and \$5 for each additional day until tuition is paid. If payment is not received by the 10th of the month enrollment will be terminated. If the 5th of the month falls on a Saturday, payment is due on Friday. Some parents choose to pay twice a month. For parents that take this option the same grace period applies. You have the 5-day grace period and then a late fee and if the 5th day is on the weekend it is due on Friday.

Tuition WILL NOT be refunded for any reason under any circumstances.

COLLECTIONS ON PAST DUE ACCOUNTS

If you leave the Kid Ranch with a past due account, the following procedures will be followed:

1. A certified letter will be mailed to your home notifying you of the past due account. Payment is due upon receipt of the letter.
2. If no payment is received, the account will be handled in one of two ways, 1. Your account will be referred to a collections agency to which collection fees of ½ your outstanding balance may be added. 2. your account will be turned over to small claims court for collection.

ARRIVALS AND DEPARTURES

Parents are required to accompany their child into the classroom. This provides smooth transition.

When the center first opens for the day and attendance is low, all preschool children may be gathered in one room (school age children are in a separate room) before they move on to their own classrooms. This provides an opportunity to get settled. Also at the end of the day the children may be all in the same classroom for the last 30 to 45 minutes of the day.

Each child must be signed in and out in his/her classroom. Staff will be responsible for signing the children in and out but it is your responsibility to make sure staff knows when

you are taking your child and the time. (TDFPS Standards). Each child must be brought into and picked up from their classroom by an adult that is 18 years of age (TDFPS standards). Person or persons other than the parents that are picking up the child *must be on the pick up list*. There are no exceptions. Person or persons other than the parents that have not been to the center before will always be asked for a picture ID.

RELEASE OF CHILDREN

The Department of Family and Protective Services requires that each child care center have a plan to follow to verify the identity of a person authorized to pick up a child who is unknown to the staff. Children are released only to those people designated by the parents on their enrollment form.

Our plan is as follows:

1. Checking driver's license of persons other than parents who have been authorized to pick up. (even parents if we've never seen you before or new staff have not met you).
2. All new parents and staff will immediately be introduced to prevent the child leaving with unauthorized persons.
3. Staff members who do not recognize the person picking up will check the child's enrollment file to find out who is authorized to pick up and/or call the parent if necessary.

Information on pick up by person other than parents will be kept in the child's file.

Any person whose behavior or health, appear to be an endangerment to themselves or the children will not be allowed in the center to pick up children.

*****All children must be here before 8:45am *****

LATE PICK UP

Late pick up of children will result in an additional charge of \$1.00 per minute for the first 5 minutes and \$2 a minute after the first 5 minutes. This must be paid at the time the child is picked up and is per child. If you have 2 children the fee will be assessed for each child.

PERSONAL BELONGINGS

TOYS, MONEY, AND PERSONAL BELONGINGS ARE TO REMAIN AT HOME!!! Bringing these items to the center creates conflict among children. Personal belongings may be lost or broken and this causes stress to the child. We will not be responsible for lost, stolen or broken items brought from home.

CLOTHING

Every child must ALWAYS have an extra change of clothes at the center. We never know when they may spill something on their clothing or have an accident. When being potty trained, children need to have several changes of underwear at the center at all times. All clothing must be labeled to prevent loss. This includes coats etc.

Clothing worn to the center should be appropriate for active messy play. Remember when dressing your child that we do many messy activities that involve paints etc.

Children spend time outdoors each day unless the weather is extremely bad. Outdoor play is healthy for children and is required by TDFPS standards. Children who are too sick to go outside are too sick to be at the center. Outdoor wear must be appropriate. Coats must be brought on cold days. If your child comes to the center without a coat they will be outside without a coat. Your child can not stay in the building by themselves due to lack of clothing.

No flip flops or shoes that are not secured to the children's feet allowed at the center.

SNACKS AND MEAL TIMES

All children must eat breakfast before arriving at the center when possible. Breakfast may be brought from home to eat in our classroom; however, it must be consumed prior to 7:30 a.m. All food will be picked up at 7:30 a.m. As children begin to arrive it becomes difficult to manage those still eating and to keep the other children from taking their food away. This in turn causes conflict and unsanitary conditions.

The center provides two nutritious snacks daily. Morning snack and afternoon snacks are served with Milk.

Lunch is not provided by the center. Each child must bring their own lunch. Please use thermoses for hot/warm items and cold packs to keep things cool. We will not warm food in the microwave and we do not have enough refrigerator space to keep lunches in the refrigerator. Lunches must be kept in their classroom.

The center is not responsible for your child's nutritional value or for meeting their daily food needs but it is required by the state that you bring your child a healthy well balanced meal.

BIRTHDAY CELEBRATIONS

If you would like to bring treats for your child's birthday you are welcome to. Please make sure to plan this time with your child's teacher in advance. All special birthday treats need to be done at afternoon snack time.

If you are having a party at home for your child and want to give out invitations at the center you may only do so if every child in the class is invited. Small children do not understand why they are not being included. We also ask that no presents be brought to birthday celebrations at the center.

INFANT/TODDLER ROOMS

MARK all of your baby's things, even your diaper bag. There may be a substitute teacher at times and what seems familiar to your baby's teacher can be most confusing to a substitute. The center will not be responsible for lost items so please do not bring meaningful blankets etc. to the center.

No older children will be allowed in the infant room at any time. Furniture and toys are disinfected daily and other children like to touch and pick up things. This rule is in the best interest of the babies and is also a TDFPS standard.

CONFERENCES

Conferences will be scheduled on an as needed basis. If at any other time you have any questions about your child's activity at the center, the Director or your child's teacher will be happy to schedule a conference with you. Please do not try to have lengthy conversations with your child's teacher during drop-off or pick-up times. It is important that the teacher be able to give her undivided attention to the other children in the classroom.

SCHOOL PICTURES

The school has a professional photographer that comes into the center annually to take portraits. We also at times take pictures of the children interacting at the facility for a center scrapbook or a "going away" scrapbook or at times to update photos on our center website.

INFANT FEEDING

You must provide formula, milk and food for your child. It is preferred that you bring pre-filled bottles of formula or milk or pre-filled water bottles and formula in a can to the center. We do not have a problem feeding a baby breast milk if you bring it already in the bottles, you may also put some back up frozen bags in the freezer in the infant room in case your child runs out of milk. Be sure to label all items put into the freezer.

HEALTH POLICY: What happens if your child is ill or injured?

- The daycare facility is not allowed to admit a child who seems to be sick unless a doctor or nurse gives approval in writing. This may cause problems for parents, but it is necessary to prevent a sick child from infecting other children.
- If your child has been absent because of a contagious illness, the day-care facility

- must follow guidelines, provided by the state, concerning when the child can return to day care.
- If your child appears seriously sick or injured while at the center, the caregiver must call you immediately. It's important that you pick up your child as soon as possible.
 - If your child needs immediate medical attention, the center must call your child's physician, take the child to the nearest emergency room or minor emergency clinic, or call for an ambulance. This is why the day-care facility must have your authorization for emergency medical care.

GUIDELINES FOR SENDING A CHILD HOME:

1. If a child has:

- a. an oral temperature of 100.4.
- b. under the arm temperature of 99.4, the temperature will be rechecked and if the temperature remains the same the parent will be notified to take the child home.

If a child has a temperature higher than 99.4 but less than 100.4 and/or has symptoms of one or more of the following, the parent will be asked to pick the child up and take them to the doctor.

- a. CHICKEN POX: Slight fever, fine blisters appearing on scalp, face or body.
- b. DIARRHEA: Increase or change in child's usual bowel movement pattern (two loose stools)
- c. GERMAN MEASLES: Slight head cold, swollen glands at the back of the neck.
- d. HAND, FOOT, AND MOUTH DISEASE: Fever, sores and blisters on the hands and feet and in the mouth. This is a viral infection.
- e. MEASLES: Runny nose, watery eyes, high fever and cough. Blotchy rash on the body.
- f. MUMPS: pain in cheeks, swelling over jaw and in front of ear.
- g. PINK EYE: Red eyes, discharge from eyes, crusted eyelids.
- h. STREPTOCOCCAL INFECTIONS: Fever or sore throat.
- i. MENINGITIS (Viral or Bacterial): Sudden onset of fever, headache and possible vomiting.
- j. SCARLET FEVER: Fine red rash over body, fever and sore throat.
- k. BODY/HAIR LICE: Little bugs on body, itchy scalp.
- l. RINGWORM: Itchy scaly patches on scalp and body.
- m. PIN WORM: itchy rectum, little white wiggling threads on child's bottom or in stool.
- n. IMPETIGO: Small blisters that become crusted or contain pus.
- o. VOMITING: One instance of vomiting along with other symptoms, or two with no other symptoms usual criteria for sending child home.
- p. RASHES AND/OR SORES: If occurs with fever, the child is sent home immediately. If rash and/or sores occur with no other symptoms but continues for

two days, the child is sent home with a stipulation of seeing a physician. If rash and/or sores have been diagnosed as not contagious, but seems to be worsening again, the child can again be sent home and asked to see a physician.

GUIDELINES FOR RETURNING A CHILD TO THE CENTER

It is better to keep children AT HOME until they are **totally recovered** from an illness. Returning a child to the center too soon only increases his/her chances of becoming sick again since their immune system has been weakened.

The following are guidelines to use to determine when your child can return to the center:

1. Children sent home because of a fever, may return 24 hours after the temperature has returned to normal, **off of medication.**
2. Children sent home due to the following communicable diseases may return when:
 - a. Chicken pox: Sores are dried up or crusted and no new blisters are appearing.
 - b. Diarrhea/vomiting: Symptoms are absent for 24 hours.
 - c. German Measles: Rash has faded
 - d. Hand, foot and mouth disease: When fever is gone and sores/blister have cleared.
 - e. Measles: Rash has faded and child is free of fever for 24 hours.
 - f. Pink Eye: Redness or discharge disappears. 24 hours after starting medication.
 - g. Streptococcal infections: 24 hours after antibiotic treatment has begun.
 - h. Scarlet Fever: 24 hours after antibiotic treatment has begun.
 - i. Body/hair lice: After treatment with medicated shampoo according to directions and no lice or nits remain. The condition must be closely monitored for ten days; treatment must be repeated to insure success.
 - j. Ringworm: After medication has begun and sores are covered.
 - k. Pin worm: After nails are cut. Return the day after treatment.
 - l. Impetigo: After medicine is given and sores are covered.
 - m. Meningitis(viral): Several days after onset of illness.
 - n. Meningitis (bacterial): 24 hours after release from the hospital (with antibiotics given prior to hospital release.)
 - o. Rash and/or sores: After rash and/or sores have cleared or with a letter from a doctor stating that the rash/or sores are no longer contagious.

IMMUNIZATIONS

Children must receive all required immunizations prior to admission. Health records signed by a physician *must be* on file at the time the child is dropped off for their first day at the center.

Immunizations can be waived under specific circumstances; a notarized statement from the Texas Department of Health is required in these circumstances.

Tuberculin testing is not required in Hays County.

HEARING AND VISION SCREENING

All Children 4 years old and enrolled in a licensed facility must have hearing and vision screenings on file at the center. If your child is currently 4 years old we must have this at the time of admission. If your child will turn 4 at the center, at that time you must provide this information to the center. Most pediatricians do these screenings at 4 year well checks.

INCIDENCE OF COMMUNICABLE DISEASES

We will inform you of any communicable disease that may go through the center. We will post signs in a visible area that is easily seen by all. Names of the children with the disease are kept confidential.

EMERGENCIES AT THE CENTER

As children play and explore throughout their days there may be times that accidents or injuries occur. All good programs consist of accidents due to the exploration of the environment by the children.

In the case of an emergency situation, first aid procedures of the American Red Cross will be followed. **All** staff has completed First Aid and CPR training.

In case of critical illness or injury during center hours, the child's parents and doctor will be contacted immediately. If the doctor contact can't be made, the child will be transported by The Kid Ranch staff or ambulance service if necessary to the nearest emergency room.

GUIDELINES FOR ADMINISTRATION OF MEDICATION

Medication should be given at home by the parent if at all possible. Most antibiotics are now twice a day suspension. These will not be given at the center for there is no reason that this can not be done at home. If there is a prescribed medication that your child **absolutely** has to be given, you must sign a medication form in the office. All medication will be distributed to the appropriate staff to be given to the child. Over the

counter medication **will not** be given at the center. You are welcome to drop by the center and administer needed over the counter medication. If your child has an antibiotic that is more than twice a day or a nebulizer treatment that is needed, the center **will** administer these medications. You must pick up your child's medication at the end of each day. The medications CAN NOT be given if a medication form is not signed.

DESTRUCTION OF PROPERTY

If your child is responsible for destruction of property due to behavior or not listening to their child care provider, the parent will be responsible for the cost of replacing the destroyed property.

DIAPERING AND TOILET TRAINING:

The center does not allow pull ups at the center. Pull ups make it difficult during diaper changing for clothes have to be completely removed. Pull ups are only allowed if they are the kind that you can unfasten and refasten on the sides.

Toilet training is started in the 2-year-old classroom here at the center. Toilet training can be a very emotionally charged experience for children, parents and teachers. With the number of children in a group this can sometimes make the process more difficult. We would like the training process to go as smoothly as possible. In toilet training parent-teacher cooperation is essential. Toilet training is one of the major hurdles in the socialization of the child.

We are very happy to work with your child in toilet training once they are in the two year old class. We find that children are not usually ready before the age of two. Once your child is in the two year old class we do not push them to toilet train right away. We go with the child. When the teacher feels that your child is ready to begin training, we will let you know and have you begin bringing panties/underwear and lots of extra clothes. Once we start working with your child they must be brought to the center in panties/underwear. If you bring your child in a diaper (we consider pull ups diapers and don't recommend them) then they will stay in diapers that day. We **WILL NOT** work on toilet training with your child if you are not working at home also. It does no good for us to work with them at the center if they are not worked with at home.

From past experience, I have found if you don't push the children and wait until *they* are ready, they completely toilet train in about 2 weeks or less.

All children must be toilet trained to move to the 3-year-old classroom. If your child turns 3 and is not toilet trained they cannot move up. Once your child turns 3 they have 30 days to be toilet trained and move up. 30 days after your child's 3rd birthday if they are not toilet trained they will no longer be allowed at the center until they are. This is normally not a problem. Most girls are usually toilet trained by 2 1/2 and boys between 2 1/2 and 3.

We feel confident that if we all work together and make this a positive experience for the children and have consistency at home and at the center this will be a very smooth process.

GRIEVANCE PROCEDURE:

If you have a problem with your child's teacher you should talk about it with the appropriate staff person. Concerns about children or a child's teacher should first be discussed with the teacher. If this does not take care of the matter, it is then discussed with the director. NEVER discuss problems you have with a staff member with another staff member. All problems with staff must be discussed with the director or assistant director.

The Center is licensed through the Texas Department of Family and Protective Services. You may visit the website for TDFPS at [www. Tdfps.state.tx.us](http://www.Tdfps.state.tx.us). You may contact TDFPS by phone by calling 512-834-0162. If you suspect Abuse or neglect of a child you may contact the Child Abuse Hotline at 1800-252-5400.

Parents can view a copy of the State Minimum Standards at any time in the office. All inspection reports are posted in the front door of the office building for parental viewing.

Under the Texas Penal Code, any area within 1000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

NONDISCRIMINATION STATEMENT

The Kid Ranch Childcare and Learning Center does not discriminate on the basis of race, religion, sex, national origin, age or handicapped conditions.

SUPPLY LIST INFANT THROUGH 5-YEAR OLDS

All items brought to the center must have the child's name!!!!!!!!!!

Infants (6 weeks-12 months)

- wipes
- plenty of diapers
- any ointment or powder if used
- bottles
- caps on all bottles (with child's name on cap and on the bottle)
- extra change of clothes
- jar food or box of cereal (if child eats food)
- formula
- smile

Toddler (13 months to 2 years)

- wipes
- lots of diapers
- any ointment or powder (if your child uses these items)
- no spill cup
- extra clothes
- lunch and lunch box or bag
- blanket and pillow
- Smile
- Vinyl mat that can be cleaned with Clorox and water daily

Preschool (3 to 5+ Years)

- Lunch box & lunch with drink
- extra change of clothes
- blanket and pillow
- Vinyl mat that can be cleaned with Clorox and water daily

POLICY AND PROCEDURE AGREEMENT

I have read and understand the policies and procedures outlined in this booklet

Yes _____ No _____

I have had the opportunity during the enrollment procedure to ask questions about any unclear policy and procedure information.

Yes _____ No _____

I agree to abide by these policies and procedures as an enrolled client of the The Kid Ranch.

Yes _____ No _____

I have read & received the discipline and guidance Policy section of the handbook and understand the centers Discipline policy.

Yes _____ No _____

I UNDERSTAND THAT THE INFORMATION GIVEN TO THE CENTER REGARDING MY CHILD’S STATUS, PHYSICAN DIAGNOSIS, OR MY FAMILY STATUS MUST REPRESENT COMPLETE AND ACCURATE INFORMATION.

I ALSO UNDERSTAND THAT PROVIDING FALSE INFORMATION TO THE CENTER IS A VIOLATION OF CENTER POLICY AND COULD RESULT IN TERMINATION OF ENROLLMENT.

Parent Signature _____

Date _____

Center Staff _____

Date _____