



## **PlaySmart Preschool Parent Handbook 2011-2012**

Welcome to PlaySmart Preschool!  
A Fitness Based Learning Program

Dear Parents,

This Parent Handbook is designed to familiarize you with policies, procedures and other important information about our PlaySmart Preschool Program.

If you have any questions not covered in this Handbook, please call 281.655.7272 or stop by and a K2 Academy Team Member will assist you.

We are looking forward to having you and your child with us at K2 Academy of Kids Sports!

Sincerely,

Mimi Harris, PlaySmart Director and Teacher  
[mharris@k2academy.com](mailto:mharris@k2academy.com)

Kay Rodgers, K2 Academy Owner  
[krodgers@k2academy.com](mailto:krodgers@k2academy.com)



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## **I. General Facility Information**

### *a. Contact information:*

K2 Academy of Kids Sports  
12603 Louetta Rd Suite #114  
Cypress, TX 77429  
Phone (281) 655-7272  
Fax (281) 655-7273  
Email [frontoffice@k2academy.com](mailto:frontoffice@k2academy.com)  
Web [www.k2academy.com](http://www.k2academy.com)

### *b. Hours, days, and months of operation*

K2 Academy of Kids Sports operates 6 days a week all year round.  
Hours of Operation: M – Th 8:00am – 7:30pm, Fri 8:00am – 6:30pm, Sat 10:00am – 12:00pm and birthday parties as scheduled on Saturdays

### *c. What Does K2 Academy offer?*

K2 Academy of Kids Sports offers a wide range of activities for ages infant thru 13. We offer gymnastics, cheerleading, tumbling, open play, adaptive gymnastics, birthday parties, school holiday camps, summer camp, parent's night out, after school care, and preschool.

### *d. Lost and Found*

K2 Academy has a lost and found cabinet located to the right of the coke machine in the lobby. Any items left in the facility at the end of the day will be placed in the lost and found. The lost and found cabinet will be cleaned out each month and unclaimed items will be given to charity.

## **II. PlaySmart Preschool Admissions Information**

### *a. Admissions*

Our admission process includes an explanation of our program and associated costs as well as a tour of our facility. You are more than welcome to talk with our teachers before making your decision to enroll your child in our program. It is our policy to consider each child's admission and placement individually – regardless of race, religion, color, gender or national origin – and to admit each student on a four week provisional basis. At the end of four weeks your child's teacher will evaluate his/her progress and if necessary, discuss with you any concerns.

### *b. Enrollment*

Enrollment forms will be provided to you and must be filled out in their entirety. All listed required documents must be submitted with these forms before your child's first day at our facility. In addition to the enrollment forms, you will receive a copy of this parent handbook. Please sign the last page and submit it with your other paperwork.

### *c. Tuition*

Tuition is due on the first of every month. Payments received after the 10<sup>th</sup> are considered late and a \$10 late fee will be applied to your account. To avoid a potential late fee, K2 Academy recommends that you enroll in our Auto Charge program in which your credit or debit card will be automatically charged on the 1<sup>st</sup> or 15<sup>th</sup> of each month.

Please see front desk for current tuition rates.

*d. Registration and other applicable Fees*

A \$30 registration fee per child (\$60 max per family) and a supply fee are due at time of enrollment. The supply fee varies based on the number of days your child will attend and is used to cover the costs of materials throughout the year. These fees are due once a year and are good for an entire calendar year with the Preschool program.

If you are more than 10 minutes late picking up your child, a late fee of \$6 per hour will automatically be charged to your account.

If you are interested in our extended hours programs, please see front desk for details.

*e. Cancellation policy*

We require a two weeks' written notice for all cancellations. If you do not provide advanced written notice, and simply stop attending the program, you will be charged for two weeks' tuition.

### **III. PlaySmart Preschool Program Information**

*a. Hours, days, and months including holidays*

Preschool hours are from 9:00am to 2:00pm Monday thru Friday. We do have extended hours available (8:00-6:30pm) at an additional charge. Please see the section on Fees for information on our extended hours.

Our Preschool program runs from September thru May.

For holidays, we follow the same calendar as Cy-Fair ISD. If the school district is closed for scheduled holidays or inclement weather, K2 Academy will also be closed. We will notify you in advance of the scheduled holidays. Please pay close attention to the media during a time of inclement weather to determine whether or not your child will have Preschool.

*b. Transportation, arrival and dismissal*

K2 Academy does not provide transportation to or from its facility for Preschool students. It is the parents' responsibility to arrange for transportation.

Students may begin to arrive at our facility at 8:50am. Please do your best to drop your child off between 8:50am and 9:00am as our program begins promptly at 9:00am. Students who arrive late will miss out on part of their fun time at K2! If you are taking advantage of our early hours, you may drop off as early as 7:50am.

Students will prepare for dismissal at 1:50pm each day. Parents are welcome to pick up between 1:50pm and 2:00pm. Any student still at the facility after 2:10pm will be assessed a late charge, unless you are taking advantage of our extended hours, in which case the extra time is already covered by your monthly tuition. Please see section on Fees for a list of charges.

All children must be signed in and out at the front desk. Please simply write the time of arrival and time of departure as well as your initials in the space provided next to your child's name.

*c. Attendance*

Your child's attendance is very important to us. If you know in advance that your child will be missing any days in our program, please notify a teacher or front desk personnel. *If your child does have to be absent for any reason, we do NOT offer make-up classes.*

*d. Meals and snacks*

Please provide a ready to eat lunch for your child. We are not able to refrigerate or heat up lunches for children. Preschool students do not have a scheduled snack time unless they stay for our extended care hours, in which case a snack will be provided for them.

*e. Schedule/Curriculum*

General Schedule for your child based on his/her age group:

	2 years	3 years	4/5 years
7:50-8:50	teachers choice	teachers choice	teachers choice
8:50-9:00	open play in gym	open play in gym	open play in gym
9:00 – 9:20	gymnastics class	gymnastics class	gymnastics class
9:20 – 11:00	school time	school time	school time
11:00 – 11:30	lunch	lunch	craft
11:30-11:45	bathroom/clean up	bathroom/clean up	lunch
11:45 – 12:15	craft	school time	lunch/clean up
12:15 – 12:45	nap*	craft	school time
12:45 – 1:00	nap*	outdoor play	outdoor play
1:00 – 1:50	nap*	enrichment-centers	enrichment-centers
1:50-2:00	pack up to go	pack up to go	pack up to go
2:00-2:10	snack	snack	snack
2:10-3:30	nap/movie	nap/movie	nap/movie
3:30-4:15	gym activity	gym activity	gym activity
4:15-4:30	snack	snack	snack
4:30-5:00	books	books	books
5:00-5:30	outdoor play	outdoor play	outdoor play
5:30-6:15	centers	centers	centers
6:15-6:30	gym activity	gym activity	gym activity

Our Preschool curriculum is created by our Preschool Director, the owner of K2, and a former CFISD teacher. We take time to ensure our activities are age appropriate for your child generally following these guidelines:

*i. 2yr old program*

Our 2yr old program is designed to help develop and encourage your child in learning "life skills." Such concepts include building social skills, learning to communicate needs, recognition of basic shapes, colors and numbers, gross and fine motor development, re-enforcing potty training and becoming secure and confident while away from mom and/or dad. Each day includes classroom time for academic activities and gym time for structured activities and open play time.

*ii. 3yr old program*

Our 3yr old program is filled with activities that help develop your child's social, emotional, and physical needs. These needs are met through building self-esteem, communication with others, staying on task, introducing letters and sound and mastering shapes and colors. We believe that children have the highest percentage rate of success when they are put in an environment that allows them to experience the excitement of mastering skills.

*iii. 4/5yr old program*

Our 4/5yr old program is designed to prepare your child for kindergarten through academic learning, social interaction, gross and fine motor skills, listening skills, mastering tasks. This Kinder prep program allows your child to develop or find their best learning style (Auditory, Visual, tactile or all three) making learning a fun and exciting experience.

*f. Discipline*

Our discipline strategies include positive reinforcement, redirection, and time out if needed. Physical punishment is absolutely never an option. If positive reinforcement and redirection are not effective in a situation, the child will be placed in time-out for an appropriate amount of time. Our general rule is that the child be placed in time-out for the number of minutes equal to their age. For example a 2 year old will be in time out for 2 minutes, a 3 year old for 3 minutes, and so forth, never to exceed 5 minutes. The child is always given an explanation as to why he/she is being disciplined. In addition to time out, other privileges may be removed depending on the individual situation.

*g. Special Events*

Throughout the year we will be having special events for your child. These events may include holiday, rodeo and/or graduation parties. You will be notified of any special events at least one week in advance.

#### **IV. General Procedures**

*a. Release of children*

Children will only be released to a parent, guardian or person listed on their emergency form. If you wish to add or delete an authorized person from your child's file, please notify the front desk in writing so your child's file may be updated. All persons attempting to pick up a child will be required to show a picture id and give your child's password until our front desk personnel becomes familiar and confident as to their identity. Should the person not know the password, your child will not be released until we can contact a parent to confirm pickup.

This is for your child's safety. Please do not be upset if you, the parent, are asked to show a picture id when picking up your child. We may have new faces at our front desk that are unfamiliar with you. Thank you for your cooperation and understanding.

*b. Parental notifications*

Parents will be notified in writing or by email of any policy or procedure updates or changes.

*c. Field trips, water activities, animals*

At this time our Preschool program will not participate in any field trips or water activities. Animals are not allowed at K2 Academy.

**V. Medical and Emergency Related Procedures**

*a. Dispensing medication*

K2 Academy is only allowed to administer medications to your child with your written permission. The medication must be in its original packaging with dosage information stated clearly. No exceptions will be made.

*b. Handling injuries and medical emergencies*

We do our best to ensure your child's safety while at our facility, however we cannot always guarantee that accidents will not occur. In the event of a minor injury such as a bump or scrape, we will apply ice and/or a band-aid if necessary. In the event of a major injury, we will contact you or a person listed on the emergency contact form immediately. Your child's file contains information on your medical preferences in the event of such an occurrence. If we are unable to contact anyone we will follow directions written in your child's file as to where to transport he/she if necessary. If we are still unable to contact anyone, we will follow the recommendations of the attending physician.

In either occurrence, an incident report will be filled out by the witnessing teacher and a follow up will be made to verify your child's recovery.

*c. Illness*

If your child becomes ill at our facility you will be notified immediately. If your child is running a fever, they will not be allowed to stay at our facility. **Your child must be free from fever, vomiting, and/or diarrhea for at least 24 hours before they will be readmitted.**

If there is an outbreak of a communicable disease at our facility, you will be immediately notified in writing.

*d. Immunization/Hearing/Vision requirements*

We are required to have a copy of your child's current immunization record on file at all times. Your child must be current on all immunizations in order to participate in our program. Your child's physician will be required to sign a statement of health specifying the results of your child's hearing and vision screening once age appropriate.

*e. Emergency drills*

Fire drills will be conducted and documented once a month as required by licensing.

Severe weather drills will be conducted and documented every six months as required by licensing.

Each room in our facility has a specified emergency evacuation plan posted.

## **VI. Parent Related Procedures**

### *a. Parent questions or concerns*

If you have any questions or concerns regarding your child or our facility please do not hesitate to talk to your child's teacher, our PlaySmart Director, Mimi Harris, or one of our front desk personnel. You may speak to them in person, by phone, or by email.

### *b. Observation and visitation*

Parents are allowed to observe or visit their child any time during their stay at our facility. We have, however, experienced in the past children who have become upset and/or distracted from their daily routine when parents are present. If you would like to observe or visit, we recommend that you make it brief so as not to interrupt your child's routine.

### *c. Parent participation*

Throughout the year we will have events and activities that will involve parents. You will be notified at least one week in advance of such events so that you can mark them on your calendar and plan to join your child at our facility.

## **VII. Child Care Licensing**

### *a. Minimum standards*

The *Minimum Standards for Licensed Child-Care Centers* are a conglomeration of rules and regulations that were created by the Texas Department of Family and Protective Services (DFPS). Child-care centers must maintain compliance with these standards at all times in order to avoid citations and further investigations by the state. A copy of these standards can be made available for your review at our facility by asking our front desk personnel or you may view them online at:

[http://www.dfps.state.tx.us/Documents/Child\\_Care/Child\\_Care\\_Standards\\_and\\_Regulations/Centers746.pdf](http://www.dfps.state.tx.us/Documents/Child_Care/Child_Care_Standards_and_Regulations/Centers746.pdf)

### *b. Licensing inspection report*

You may view a copy of the most recent Licensing inspection report by visiting the following website and searching our facility by name:

[http://www.dfps.state.tx.us/Child\\_Care/Search\\_Texas\\_Child\\_Care/ppFacilitySearchDayCare.asp](http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp)

### *c. Child Care Licensing contact information*

You may contact the local Child Care Licensing office at:

P.O. box 16017

Houston, TX 77222-6017

(713) 940-3009

To report suspected child abuse call the PRS child abuse hotline (800) 252-5400 or report it online at [www.txabusehotline.org](http://www.txabusehotline.org)



**K2 Academy of Kids Sports  
PlaySmart Preschool  
Fitness Based Learning Program**

Program Participation and Parent Handbook Acknowledgement Form

I, \_\_\_\_\_, have read the PlaySmart Preschool Parent Handbook in its entirety. I understand and agree to follow the rules and policies that have been presented.

Please initial the following statements:

\_\_\_\_\_ I understand that there is a 2 week written notice cancellation policy.

\_\_\_\_\_ I understand that there are **no make-up classes** for days missed. No exceptions.

\_\_\_\_\_ I grant K2 Academy permission to use photos of my child in future K2 Academy publications and/or advertising such as brochures, flyers, and the K2 website.

In the event of an accident or emergency I hereby authorize my child or children to be transported to a nearby hospital, as specified in my child's enrollment forms, for medical treatment and I hold K2 Academy and its representatives harmless in the execution of such. Additionally, I hereby agree to individually provide for all medical expenses which may be incurred by myself or my child(ren) as a result of any injury sustained while participating at or for K2 Academy of Kids Sports. I have read and understand this ASSUMPTION OF RISK, WAIVER OF LIABILITY, SAFETY GUIDELINES AND POLICIES ACKNOWLEDGEMENT, PHOTO RELEASE, and MEDICAL AUTHORIZATION and I VOLUNTARILY affix my name in agreement.

Parent's Signature: \_\_\_\_\_

Parent's Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_