



## **K2 Campus Preschool and ASC Parent Handbook**

Welcome to K2 Campus!

Dear Parents,

This parent handbook is designed to familiarize you with the policies, procedures and other important information pertaining to K2 Campus Preschool and Before and After School Care Programs.

If you have any questions that may not be covered in this handbook, please call 281.655.7272, or stop by the front desk and a K2 Team Member will assist you.

We are looking forward to having you and your child with us at K2 Campus!

Sincerely,

Christi Rinn, K2 Campus & Camp Director

[crinn@k2academy.com](mailto:crinn@k2academy.com)

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## I. General Facility Information

### a. Contact Information:

K2 Academy of Kids Sports  
 15255 North Eldridge Pkwy  
 Cypress, TX 77429  
 Phone (281) 655-7272  
 Email [frontoffice@k2academy.com](mailto:frontoffice@k2academy.com)  
 Web [www.k2academy.com](http://www.k2academy.com)

### b. What Does K2 Academy Offer?

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

### c. Hours, Days, and Months of Operation

K2 Academy of Kids Sports operates 7 days a week all year round.  
 Hours of Operation: M – Th 6:30am – 8:00pm, Fri 6:30am – 6:30pm, Sat open for private workouts and birthday parties as scheduled. We are open on Sunday for private workouts only.

### d. Lost and Found

K2 Academy has a lost and found container located to the left of the vending machines 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 will be cleaned out on the last Friday of each month and unclaimed items will be given to charity.

K2 Campus has lost and founds located in each classroom. The lost and found will be cleaned out on the last Friday of each month and unclaimed items will be given to charity.

### e. Gang Free Zone

According to Texas Penal Code, an 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.

### f. Gun Free Zone

K2 Academy does not allow guns of any type, on our property, unless they are carried by law enforcement.

## II. K2 Campus 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 Director and 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 and approved before your child can be enrolled in our program. In addition to the enrollment forms, you will receive a copy of this parent handbook. After you review it, please sign the last page and submit it with your enrollment forms.

*c. Tuition & Payment*

Tuition is due on the first of every month. Payments received after the 16<sup>th</sup> are considered late and a \$25 late fee will be applied to your account.

All clients of K2 must fill out a payment plan form and enroll in the monthly Auto Charge program. You may choose to be charged on the 1<sup>st</sup> or 15<sup>th</sup> of the month, or have your payments split equally between the 1<sup>st</sup> and the 15<sup>th</sup>. If you prefer to not put a credit card on file, a deposit of \$150/per child will be required at time of sign up. At the time you exit the program, any unpaid balance on your K2 Account will be taken out of your deposit and the remaining deposit amount will be returned to you.

Please see front desk or online at [www.k2academy.com](http://www.k2academy.com) for current tuition rates.

*d. Membership and Other Applicable Fees*

A \$35 membership fee per child (\$70 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 in preschool or if they are enrolled in after school care. This is used to cover the costs of materials throughout the year. These fees are due at enrollment and are good for the entire school year.

*\*Preschool Summer Time Students Only* (June 2018-August 2018) will pay a one time summer supply fee of \$50.00 per child enrolled.

**Preschool Part Time Students Only:** If you are more than 10 minutes early dropping off, or more than 5 minutes late picking up your child, a fee of \$10 per hour will automatically be charged to your account.

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

**Full Time Preschool Parents and After School Care Students:** Our program ends promptly at 6:30 pm. If you are late picking your child up from our program at the end of the day, a fee of \$1 per minute after 6:30pm will be automatically charged to your account.

*e. Cancellation Policy*

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

*f. Re-Enrollment Policy*

If you choose to withdraw your child for any point during the school year you will be required to pay a re-enrollment fee of \$175 when you return to our program. However, while you are away we cannot guarantee that your child will still have a spot in K2 Campus when you return.

*g. Pre-K and PPC Enrollment Accommodations:*

Occasionally we have clients request a part-time, non-traditional hours option, to accommodate their child's enrollment in a school district PPCD or Pre-K program. In these situations, K2 Campus will need proof of enrollment and the family should arrange transportation. Additionally, the following conditions apply:

- i. 2yr and 3yr Rooms**
  - 1. K2 can accommodate students leaving early to attend an afternoon program at a local school district, however we cannot allow students to be dropped off between 12pm and 1:30pm due to nap time.
- ii. 4yr and Pre-K Rooms**
  - 1. K2 can accommodate students leaving early to attend an afternoon program at a local school district, or arriving at noon time if they attend a morning program.
- iii. Pricing**
  - 1. To determine the pricing of a non-traditional accommodation, the total hours of day, based on arrival to average pick up time, will be used to set the fee schedule. If the student will be in care 5 or fewer hours per day, the price will be the set rate for 9am-2pm. If the student will be in care more than 5 hours per day the price will be the set rate for 9am-4pm.

*h. Classroom Transition Policy:*

### III. **K2 Campus Program Information**

*a. Hours, Days, and Months Including Holidays*

#### **Preschool:**

Regular preschool hours are from 9:00 am to 2:00 pm Monday thru Friday. We do have extended hours available (6:30 am - 9:00 am and 2:00 pm - 4:00 pm and 4:00 pm - 6:30 pm) at an additional charge. Please see the section on Fees for information on our extended hours.

Our Preschool program runs year-round. Once you enroll in a class, you will stay enrolled in those days/week, or full time until your child exits the program and/or moves up to an older age group. If you would like to make any changes to your child's enrollment, please notify front desk immediately.

For holidays, we follow a modified version of the CFISD calendar. If the school district is closed for scheduled holidays, or inclement weather, K2 Academy will also be closed. Please pay close attention to the media during a time of inclement weather to determine whether or not we will be open. For closures due to inclement weather or force majeure, **refunds are not issued.**

We will notify you in advance of the scheduled holidays via the K2 Campus Calendar for 2018-2019. This calendar will be posted on the Parent Board outside the K2 Campus office, and you will also be notified through your child's tadpole reports.

Students enrolled as full time (M-F, 6:30 am - 6:30 pm) are eligible for free holiday and day camps in the months September 2017 through May 2018. Students enrolled in our part time academic programs that end daily at 2 pm or 4 pm will be billed separately for holiday camps. Currently enrolled K2 Campus students receive 20% off holiday and day camps in the months September 2017 through May 2018.

**After School Care:**

After School Care hours are from the time your child is dropped off at our facility until 6:30 pm Monday through Friday on normal school days. Please see the section on Fees for information about our late fees if you pick your child up after 6:30 pm.

We operate from August 2018 to June 2019 in accordance with Cy-Fair ISD and Tomball ISD school calendars.

For holidays and school closures, our After School Care program follows the school calendars of Cy-Fair ISD and Tomball ISD. If your child does not have school due to a school holiday or inclement weather, there will be no After School Care provided.

Tomball ISD occasionally has early release days. We will pick up your children on these days, just like a normal release day at no additional charge.

*b. Transportation, Arrival and Dismissal***Preschool:**

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

Full time students and Before School Care may begin to arrive at our facility at 6:30 am when our building opens. Part time students may begin to arrive at our facility at 8:50 am. Please do your best to drop your child off between 8:50 am and 9:00 am as our program begins promptly at 9:00 am. Students who arrive late will miss out on part of their fun time at K2 Campus.

Students will prepare for dismissal at 1:50 pm each day. Parents are welcome to pick up between 1:50 pm and 2:00 pm. Any student still at the facility after 2:05 pm will be assessed an extended care 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 checked in and out of tadpoles from the iPod's located at the front desk. This is the system we used to track attendance, so please remember to check in/out daily so that you do not incur a late fee.

If your child consistently stays past 2:00 pm each day, more than 6 times in one month, he or she will automatically be enrolled in our midday program and your ledger will be adjusted.

**After School Care:**

K2 Academy of Kids Sports will provide transportation from a list of predetermined schools to our facility only. We will not provide transportation from any school to any other location. We will not provide transportation from our facility to any other location.

Students arrive at our facility immediately after they are picked up from their school, generally in the timeframe from 4:00 pm to 4:30 pm.

Dismissal for students is anytime between their arrival and 6:30 pm.

All children must be checked out via Tadpoles upon their departure.

*c. Attendance and Make-Up Policy*

**Preschool:**

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 your child's teacher, or front desk personnel. We do not offer make-up classes, or a refund/credit for days missed which include but are not limited to: illness, vacation, inclement weather, and force majeure.

**After School Care:**

Your child's attendance is very important to us. If you know in advance that your child will not be attending After School Care for any reason, an absence or early pick up from school, please notify the front desk via email, phone call, or written note by 2 pm on the day of the absence. Advance notice of absences is extremely helpful to our drivers, front desk staff, and teachers. Advance notice of absences also ensure that we are on time for our next school pick-up which is essential for our children's and staff safety. Please note that we do not offer make-up classes, or a refund/credit for days missed which include but are not limited to: illness, vacation, inclement weather, and force majeure.

*d. Meals and Snacks*

**Preschool:**

*Breakfast:* We provide a light breakfast each day from 7:00 am to 8:00 am. Please refer to the snack calendar posted on the parent information board outside the K2 Campus office to see what breakfast is being provided. You may pack a different breakfast for your child if you know that they will not eat the scheduled breakfast.

*Lunch:* Please pack your child a ready to eat lunch each day. You will need to include something to drink in a water bottle/thermos so that it can be refilled and available to them all day. Lunch should be brought to K2 in a lunch box, or bag that is clearly marked with the child's name. All food should be ready to eat as we are not able to refrigerate or heat up any food in our facility. Also, please pack utensils if something in your child's lunch requires a fork or spoon.

*Snack:* Preschool students have a morning snack between 9:00 am and 10:00 am each day. K2 will provide this morning snack. Please refer to the snack calendar posted on the parent information board outside the K2 Campus office to see the snacks provided. You may pack a different snack for your child if you know he/she will not eat the scheduled snack. K2 will provide another snack at 2:15 pm, and again at 4:15 pm for students enrolled in extended care.

**After School Care:**

A snack will be provided to your child between 4:15 pm and 4:45 pm each day, depending on their arrival time at K2. A monthly snack calendar is posted on the parent information board outside the K2 Campus office so you and your child can know what snacks to expect. You may pack an extra, or alternate snack for your child if they do not want to eat the scheduled snack.

*If your child has food allergies, or is on a special diet, please inform K2 Academy by filling out the Allergy and/or Medication forms. It is vital that we are aware of all food allergies to ensure that we provide your child with the best care possible.*

*e. Attire*

We suggest that your child wear comfortable play clothes while at K2. We will be playing outside and having gymnastics instruction in the gym, so shorts or pants with elastic waistbands and t-shirts are perfect. If your child chooses to wear a dress, we ask that they wear shorts under their dress. Any type of shoes is okay as long as your child is comfortable playing outside in them. Please dress for the weather and remember to send your child with socks, shoes, and a jacket if it is cold outside.

*f. Schedule/Curriculum*

**Preschool:**

General Daily Schedule\*

|                    |                                      |
|--------------------|--------------------------------------|
| 6:30 am -7:15 am   | Drop Off in Classroom/Breakfast      |
| 7:15 am -8:30 am   | Gym Time                             |
| 8:30 am - 9:00 am  | Classroom Activities                 |
| 9:00 am - 9:15 am  | Check-In                             |
| 9:15 am - 11:30 am | Academic Activities/Outside Time/Gym |
| 11:30 am- 12:00 pm | Lunch                                |
| 12:00 pm - 2:00 pm | Quiet Time/Nap/Centers               |

\*All students in diapers are changed at 8:00 am, 10:00 am, 12:00 pm, 2:00 pm, 4:00 pm and 6:00 pm whether wet or dry. In addition to these scheduled times, diapers are changed as needed.

Midday Schedule (students who stay after 2pm): each age group will vary with times/activities

|                   |                                   |
|-------------------|-----------------------------------|
| 2:00 pm - 2:45 pm | Snack/Classroom Activities        |
| 2:45 pm - 3:15 pm | Gym Time                          |
| 3:15 pm - 3:45 pm | Craft/Fine Motor Activity         |
| 3:45 pm - 4:15 pm | Outside Play (weather permitting) |
| 4:15 pm - 4:30 pm | Snack                             |
| 4:30 pm - 6:30 pm | Classroom Activities              |

Our Preschool teachers take time to ensure our daily activities are age appropriate for your child generally following these guidelines with lesson plans written by each Lead Teacher of the classroom:

*i. 2 year old program*

Our 2 year old program is designed to help develop and encourage your child in learning “life skills.” Such concepts include: STEAM activities, building social skills, learning to communicate needs, recognition of basic shapes, colors, 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 as well as gym time for structured activities and open play time.

*ii. 3 year old program*

Our 3 year 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 sounds, STEAM activities, as well as 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. Children in our 3 year old program are expected to be potty trained.



iii. *4/5yr old program*

Our 4/5 year old program is designed to prepare your child for kindergarten. We do this through academic learning, social interaction, gross and fine motor skills, listening skills, mastering tasks, and STEAM activities. This program allows your child to develop, or find their best learning style. These learning styles include: auditory, visual, tactile, or a combination of all three which makes learning fun and an exciting experience for your child.

iv. *Pre-Kindergarten*

Our pre-kindergarten class is designed for a child whose birthday falls after the kindergarten cut-off at your local school. This is also encouraged for children who may want to “skip” a grade. If your child does not automatically qualify to be in the pre-kindergarten class by their birthday, then he/she will be required to take an assessment test that is given to them by the teacher. This class focuses on writing skills such as writing their name & numbers, sight words & family words to promote early literacy, and STEAM & social studies activities.

**After School Care:**

A general schedule of your child’s afternoon based on his/her age group:

|                   |   |
|-------------------|---|
| Arrival – 4:30 pm | Gym time  |
| 4:30 pm - 4:45 pm | Snack   |
| 4:45 pm - 5:15 pm | Classroom/Homework/Independent Reading                  |
| 5:15 pm - 6:00 pm | Playground (not during daylight savings)/Activity/Craft |
| 6:00 pm - 6:30 pm | Free Play   |

Free play generally includes, but is not limited to: Legos, play dough, crafts, coloring/drawing, journaling, building blocks, and board games.

g. *Water Activities*

With advanced notice, K2 will offer occasional water days during the warmer months. These will include activities such as small wading pools, water and sponge activities, sprinkler play and/or water inflatables. You will be given notice of water days so you can wear proper attire and sunscreen.

h. *Discipline*

At K2, our teachers use positive reinforcement, re-direction, behavior charts, and other means of rewarding children to encourage an environment that promotes self-control, responsibility, and respect for others. On the occasion that a consequence is required, we use time-out, the “thinking spot,” and natural or logical consequences.

**Preschool:**

Our general rule is that the child be placed in time-out for the number of minutes equal to their age. For example, 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. Time out is not used in the 2 year old room. Instead, our teachers re-direct them and promote more appropriate behavior.

In the event a child is crying without ceasing, we will call and notify a parent after 30 minutes. It will be left up to the parent if they would like the child to stay or to come pick them up. If the child stays and cries and additional 30 minutes, a parent will be notified to come pick them up.

In the event a child is physical with another child or teacher, an incident report will have to be signed by the parent upon child pick. A parent signature is required to verify that you as the parent are aware of the incident. *If a child is physical 3 times in a single day, the child will be sent home for the remainder of the day.*

**If a child is sent home 3 times in a month, a conference will be called with the parent and the Director so an action plan/behavior plan can be put into place. If an action plan/behavior plan is created for each child individually based on how to best meet his/her needs.**

**If a child on an action plan/behavior plan continues to have incidents further action from Management may be necessary.**

\*K2 Campus has the right to terminate enrollment of any child that poses safety concerns to themselves, students, teachers in the classroom, and/or displays behavioral patterns that prevents others from learning\*

#### **After School Care:**

If time-out is not effective, the child will be asked to write classroom or gym safety rules. The child is always given an explanation as to why he/she is being disciplined. In addition to time out and writing rules, other privileges may be removed depending on the individual situation.

**\*K2 Campus Preschool is a no-electronic facility.**

#### **After School Care:**

##### *i. Electronics*

Cell phones, iPods, and gaming devices are to remain in your child's backpack at all times unless special permission has been granted to use said devices.

Children will not be allowed to text or make phone calls from their cell phones to parents while on K2 property. If a child needs to call a parent for any reason, they need to obtain permission from their teacher and will be escorted to the front desk personnel for assistance.

##### *j. Special Events*

Throughout the year we will have special events for your child. These events may include crazy hair/sock days, pajama week, holidays, rodeo week, and graduation parties. You will be notified of any special events at least one week in advance.

##### *k. Fundraisers*

Our preschool students participate in various fundraisers throughout the year such as: Yankee candle, and Scholastic book fairs. Fundraisers are not required, but we strongly urge you to participate so we can raise funds to purchase new materials for our students and classrooms.

#### IV. General Procedures

##### *a. Release of Children*

Children will only be released to a parent, guardian, or any person listed on their emergency contact 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 until our front desk personnel becomes familiar and confident as to their identity.

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 in the classroom that are unfamiliar with you. Thank you for your cooperation and understanding.

##### **Evening Curbside Pickup**

K2 offers an evening curbside pickup from either the front door or the playground after 5:30pm for children ages 3yrs and up. You **MUST** have a K2 pickup tag in your car window OR show a picture ID for the child to be released to you. A pickup card will be given to you within your first week at K2. Additional pickup window tags can be given for emergency contacts upon request.

##### *b. Parental Notifications*

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

##### *c. Annual Caregiver Training*

Licensed caregivers at K2 Campus meet or exceed the annual clock hour trainings as required by the State of Texas. This is including, but not limited to:

- i. 24 hours of annual training for caregivers and 30 hours of training for directors
- ii. Annual training on child abuse and neglect
- iii. Annual transportation training for all drivers
- iv. Annual trampoline training for caregivers and directors

##### *d. Vaccines Required for Caregivers*

- i. K2 Academy does not require caregivers to receive adult vaccines.

##### *e. Tuberculin Testing Requirements*

- i. Harris County does not require TB testing of childcare employees.

#### 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 him/her 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 will need to be signed by the parent at pick-up. A follow up will be made by K2 Campus Management 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 of 100.4 or higher, he/she will not be allowed to stay at our facility due to state licensing policies. Vomiting and 3 diarrheas' will be treated the same. In situations that a child is sent home for the day, a parent or designated person should pick up the ill child within 1 hour. You will pick up your child at the front desk, or in the K2 Campus office as we are not allowed to have your child remain the classroom.

**Your child must be free from fever (without medication), vomiting, and/or diarrhea for at least 24 hours before they will be readmitted. This is a state licensing requirement. Therefore, if your child is sent home they are not allowed to return the next day.**

*d. Lice*

K2 has a no live lice and a no nit policy. Although some schools allow kids with nits, we follow the recommendation of the National Pediculosis Association which is that schools do not allow children with nits. Children that are sent home with lice will be checked each time upon their return. If nits are found, you will be asked to come and pick up your child within a timely manner. We understand the effort to rid your child of nits can be very time consuming. However, for the health of other students and our staff we have this procedure in place.

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

*e. Immunization/Hearing/Vision Requirements*

**Preschool:**

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. This information is required to be on file prior to your child's start date.

**After School Care:**

Your child must be current on all immunizations, hearing, and vision requirements as maintained by your child's public/private school. You must sign the health form stating that your child's immunization record, hearing, and vision screening results are on file with your child's primary school.

*f. Emergency Drills*

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

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

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

g. Emergency Preparedness Plan

K2 Academy's Emergency Evacuation and Relocation Plan is as follows:

**Emergency Evacuation and Relocation Plan**

1. Relocation Areas
  - a. All classrooms have a posted emergency evacuation route that ends at the playground to the south of the building.
2. The teacher should be the last person out of the room and should shut the door behind them.
3. The lead teacher in each room should grab their classrooms emergency backpack and ipod when leaving.
4. Students should walk in a single file line to the closest, safest exit.
  - a. Students 18 months to 24 months will walk out with their teacher, or be carried if they are not able to walk.
  - b. Students in a wheelchair will be wheeled out in their chair, or carried out if the wheelchair is not easily accessible.
5. No talking, running or jumping steps. No one can break the line for any reason.
6. No stopping for coats.
7. The Director, or designated person in charge should grab the school's emergency backpack and their cell phone.
8. Building should be thoroughly checked by Director and personnel assigned by the director to thoroughly inspect the building for any missing children.
9. In the event children cannot return to the building, parents may pick up children from Parsons House Assisted Living located south of our building at 15055 N. Eldridge Pkwy.
10. Notifying the Authorities
  - a. The Director or person in charge is designated to contact the fire department once the children have been relocated.
11. Attendance Information
  - a. The Director, or person in charge, must verify that all children in attendance are accounted for by checking tadpoles and taking attendance.
12. Emergency Backpack Contents

- a. Flashlight
- b. Children's Emergency Contact Numbers
- c. Children's Emergency Medical Authorizations

## 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 the following: your child's teacher, our K2 Campus Management Team: Christi Rinn (Director), Hilda Machuca (Morning Manager), and Lisa Rusie (Evening Manager), 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 the hours of operation. We suggest that these visits are planned unless there are extenuating circumstances.

### 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.

### d. *Breastfeeding Provisions*

Any parent nursing their child in our care has the right to a comfortable place in our facility for breastfeeding their child.

## 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/746\\_Centers.pdf](http://www.dfps.state.tx.us/documents/Child_Care/Child_Care_Standards_and_Regulations/746_Centers.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

### d. *Signs of Suspected Child Abuse*

At K2 Campus our employees are trained annually on how to recognize and report child abuse and neglect.

Outlined below are signs of grooming, signs of abuse and how to report suspected abuse or neglect to the authorities.

### **Grooming**

Abusers often use a subtle and gradual process known as grooming on children and their families. Grooming is a systematic process typically done over weeks, months or years to slowly gain trust and lure and manipulate a child into an abusive situation. There is no “checklist” that can be used to identify an offender. However, there are red flags that can help us recognize predatory behaviors that sometimes lead to abuse.

Grooming techniques can include the following:

- Befriending the youngster and their family to slowly gain trust.
- Giving gifts, money, trips.
- Performing special favors for youngster.
- Promoting the notion that the relationship with the boy or girl is special.
- Encouraging harmless secrets, laying the foundation for future sexual secrets.
- Taking pictures/video of the child.
- Communicating with the boy or girl excessively; texting, emailing or calling.
- Desensitizing the child through nonsexual touching, “accidental” touching of privates and/or walking in on bathroom or dressing time.
- Testing a child’s boundaries by using inappropriate language and/or telling dirty jokes.
  - Playing body contact games with children.
  - Tickling, back rubs or wrestling.
- Making alcohol/drugs available to the youth.
- Introducing pornography to initiate sexual interest or normalize the behavior.
- Offering to babysit, including overnight trips or sleepovers.

It must be noted that not all behaviors above occur with an intent to abuse. Regardless, such behaviors are to be identified and stopped.

### **Signs of Abuse**

In addition to understanding grooming, watching for signs of abuse can help distinguish a proper adult-child relationship from a predatory behavior.

Physical signs of sexual abuse are usually not observable but may include pain, injury, bleeding, discharge or disease in the private parts and/or mouth.

Behavioral and emotional signs are typically more evident and can include:

- Sudden withdrawal from close ties.
- Disinterest or sudden inability to concentrate.
- Uncharacteristically aggressive or disruptive behavior.
- Sudden change in eating habits; drastic weight loss or gain.
- Marked fear or reluctance to be at a certain place, or alone with a certain person.
- Repeated health complaints, e.g., stomach aches, headaches.
- Depression, lethargy and weepiness.
- Noticeable change in dress; may include baggy, dark clothing.
  - Interest in or knowledge of sexual matters beyond the boy’s or girl’s years.
  - Using sexual language or acting out sexually.
- Touching other kids sexually.

### **Signs of Neglect**

- Child is very underweight or overweight
- Is developmentally delayed
- Is sick or tired most of the time
- Is dirty or has poor personal hygiene.
- Does not have the right clothes for the weather.

#### *e. How to report suspected abuse or neglect*

If you suspect abuse report it IMMEDIATELY by dialing 911 to report it to authorities, by contacting the child abuse hotline 1-800-252-5400 or online at [www.txabusehotline.org](http://www.txabusehotline.org).

#### *f. CPS Addendum*

K2 Academy cooperates with Child Protective Services in all matters of health and safety regarding children. In the event that CPS requests an interview with your child we will not deny access to the child unless we have written notice from a parent or guardian stating not to. By denying them access to speak with your child, K2 Academy would be interfering with an ongoing investigation.

Please note, CPS does not share findings with us and we will not have any information to share with you regarding their investigation. K2 Academy will not contact the parent, or guardian if an investigation does take place. CPS is responsible for contacting the parent or guardian after they have interviewed a child. We will get the investigators name, their supervisor's name, and a method of contact at the time of the visit.

## **SUMMER CAMP ONLY**

### **VIII. Summer Camp –This applies to preschool students only. Students in our ASC program should read the Summer Camp Handbook.**

#### *a. Lunch provided on Wednesday and Friday during Summer Camp*

\* In the summer months, June - August, K2 Campus will be offering a Chick-Fil-A lunch on Wednesday's, and a pizza lunch from Domino's on Friday's. These lunches are built in to your weekly tuition. If your child does not like the option provided, please have them bring a pre-packed lunch.

#### *b. Allergy Wristbands*

Due to the large number of new students we have at K2 over the summer, children with allergies are asked to wear a yellow allergy band each day of camp. Please write your child's allergy on the yellow band. Unless your child takes it off, the same band may be worn several days in a row.

#### *c. Parent Pick-Up Card*

Due to the large number of new students we have at K2 over the summer, and the likelihood that varying people that pick-up students in summer months K2 enforces a pick-up card during our summer camp months. This pick-up card will be given to you the first day of camp. Please take a picture of the front and back of your card so you can email it to those names on your approved pick up list.



The front of the card has your child's first initial and last name and will be shown to the classroom teachers at pick up time. The back of the card has the door key code that will be used all summer.

*d. Vacation Vouchers*

Don't pay for days you are away! K2 offers all preschool students one week of vacation vouchers. Your "week" is equivalent to the number of days your child is registered to attend per week. For example: a child that attends T/Th will receive 2 days of vacation vouchers. A child that attends Monday thru Friday will receive 5 days of vacation vouchers. Please see front desk so your vacation vouchers can be put on your account as credit.

*e. Friday Shirts*

All K2 Campus students are encouraged to wear their camp shirt on Fridays. K2 has an open play program on Fridays in which the gym area is open to non-campers while our camp students are eating lunch in their classrooms, playing on the playground and doing other classroom activities. Even though the groups do not mingle or share space, the camp t-shirts easily separate campers from non-campers.