

Welcome to Kid Connect Preschool. We are so excited you have chosen to become a part of our family! As we start this adventure together, we are striving to provide a safe and joyful learning environment for your children where they will experience the love of Christ.

Our teachers are committed to walk with you and your child daily to encourage your child’s growth spiritually, emotionally, socially, and cognitively. To accomplish this, we prepare our teachers for ministry through daily devotions, prayer support, Christian fellowship, and training. We equip them to teach children to love God, love people, and love themselves.

The vision for Kid Connect Preschool is for families to come to a place where they feel their child is welcomed, connected, and a part of something bigger than themselves.  As families and teachers unite, our goal is for your child to succeed in the classroom and continue that trend at home. Please do not hesitate to contact me for any questions or concerns. **Once your packet is complete please email it to:** [**info@gracekidsconnect.com**](mailto:info@gracekidsconnect.com) **or fax completed packet to: 469-913-1804.**

Sincerely,

Jenna McMillian

Jenna, McMillian, Director

Kid Connect Preschool

3301 Preston Rd, Plano, TX 75093

Direct Line:469-322-2668 Fax: 469-913-1804

Email: info@gracekidsconnect.com

 Website:Gracekidsconnect.com

FACEBOOK PAGE: @KidConnectPreschool

**Checklist Date of Enrollment:**

**(To Be Completed Prior to Admission)**

\_\_\_\_\_Complete Application Form

\_\_\_\_\_Health Care Professional Statement

\_\_\_\_\_Current immunization record (all immunizations must be up to date within 30 days of admittance or a doctor’s note must be presented stating that you are in the process of becoming current in your child’s immunizations)

\_\_\_\_\_Financial Agreement form

\_\_\_\_\_Facebook/Kid Connect Website Permission

\_\_\_\_Behavior Management Policy/Discipline and Guidance Policy

\_\_\_\_\_Registration Fee (can be paid online or in person)

\_\_\_\_\_Lunch Program Consent Form

\_\_\_\_Parent Handbook Acknowledgment

\_\_\_\_Sunscreen/Bug Spray Consent Form

\_\_\_\_\_ Program Day Option Form

\_\_\_\_Drop In Form

\_\_\_\_Consent Form for Wipes

\_\_\_\_Water Activity Consent Form

\_\_\_Medical Consent for Emergencies

\_\_\_Copy of Driver’s Licenses of Guardians & Emergency Contacts

**KID CONNECT APPLICATION**

**Family Information**

Main Contact Information (If any of the information is the same for mother and father just write same):

**MOTHER/GUARDIAN CONTACT INFO**

First \*

Last \*

Email \*

Street Address \*

City \*

State / Province \*

Zip / Postal Code \*

Mobile Phone \*

Work Phone \*

Place of Employment \*

Marital Status \*

Married

Engaged

Separated

Divorced

Single

Do you have custody of your child? \*

If you are divorced, we need a copy of your divorce decree in your child's file before admission.

Yes

No

Are you allowed to pick up the child? \*

YES

NO

**FATHER/GUARDIAN CONTACT INFO**

First and Last Name \*

Address \*

Email \*

Cell Phone \*

Work Phone \*

Place of Employment \*

Do you have custody of your child? \*

If you are divorced, we need a copy of your divorce decree in your child's file before admission.

YES

NO

Are you allowed to pick up the child? \*

YES

NO

Marital Status \*

Married

Engaged

Separated

Divorced

Single

Is there anyone else you would like to list that can pick up the child? \*

Please list Relation and Phone Number

**CHILD INFORMATION**

First and Last Name \*

Gender \*

Male

Female

Date of Birth \*

Days Attending \*

Monday Tuesday Wednesday Thursday Friday

Allergies and what type of reaction occurs (Food, Medication, Insects, Etc...) \*

Does your child have an Epi-Pen? \*

Yes

No

Does your child have Asthma? \*

Yes

No

Medical Conditions \*

lease list any and all pre-existing medical conditions

Prescribed Medicine \*

Please list and medicine that is prescribed and will need to be given while under care at Kid Connect Preschool.

EMERGENCY INFORMATION

In the event of an emergency and you need someone to pick up your child who is not on the list, they will be asked to answer a security question. In the space below write down your security question and answer. \*

For Example: My favorite childhood vacation spot was Hawaii

**MEDICAL CONSENT FOR EMERGENCIES**

\_\_\_\_\_\_I give consent for Kid Connect Preschool to act on behalf of my child to make medical decisions in case of a medical emergency.

\_\_\_\_\_\_\_I DO NOT give consent for Kid Connect Preschool to act on behalf of my child to make medical decisions in case of a medical emergency.

Child Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Physician Information \*

Phone Number \*

Preferred Hospital \*

Insurance Company \*

Policy # \*

Policy Holder \*

ADDITIONAL INFORMATION

Would you like to receive information about our church Grace Church? \*

If you are looking for a church or do not have a church home, we would love to connect with you about getting plugged in at GOC. For more information about our church you can visit gocplano.org

Yes

No

**\*Please attach a copy of all parties driver’s license that will be picking up child\***

**Healthcare Professional Statement**

Please take this form to your child’s physician and have them to sign it. We need this form before your child’s start date. If you would like, they can fax it back to us once it is signed. If you choose to fax it back, the fax number is (469)913-1804. The document needs to be sent to the GKC Director, Jenna McMillian.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth \_\_\_\_\_\_\_\_\_\_\_

Check only one option

My child has been examined within the last 12 months and is able to participate in Kid Connect Preschool program.

Health Care Professionals Statement: I have examined \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ within the past year and find that he or she is able to take part in the day care program.

Physician Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Financial Agreement**

With the enrollment of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child’s name) in Kid Connect Preschool, I agree to comply with the following financial requirements:

1. My preschool account balance must be current for this school year before I can re-enroll for next fall.

2. Pay annual **registration fee** of $115 and **supply fee** of $50due at the time you register your child and again in February. Spots will not be held without the required registration deposit. These fees are non-refundable.

3. Pay all monthly **tuition** on the 1st of the current month.

|  |  |  |  |
| --- | --- | --- | --- |
|  | 3 DAYS | 4 DAYS | 5 DAYS |
| 0-18 months | $580 per month | $770 per month | $965 per month |
| 18-24 months | $576 per month | $768 per month | $960 per month |
| 2-5 years | $540 per month | $720 per month | $900 per month |

\*In Months with 5 weeks tuition will increase $15-$25 to cover cost of Food Program\*

4. Pay a $25.00 late fee for tuition received online or in the preschool office after the 9th of the month.

* *EXAMPLE: Tuition is due September 1. After September 9th - add $25.00 late fee.*
* **The GKC director has the right to withdraw any families because of late accounts.**

5. If you are transferred or have any reason to withdraw your child from the program, you must inform the GKC director and give a **written notice** two weeks prior to the

date you wish to withdraw your child. **Kid Connect doesn’t give partial refunds if child withdraws from the program after 1st of the month.**

6. **After 5:30 PM,** an additional late charge of $5 per child for every five minutes past will be billed to your account. The clock posted in the Preschool Office will be the time noted on your sign-out sheet. In the event you are late, please notify the office so that we can make arrangements.

7. If you have a returned check, you will need to submit money order or credit card in the amount of the check plus any bank fees charged. Upon the second notification of a returned check, we will only accept credit card or money order for your payment.

8.) Tuition is not refundable for missed days.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Financially Responsible Signature date Parent/Guardian Signature date

**Behavioral Management**

Kid Connect Preschool desires to create a Christian foundation for your child’s life by teaching through God’s wisdom, understanding, and knowledge. Our staff is dedicated to providing a loving, safe, and nurturing environment. We strive to produce the most developmentally appropriate skills for your child while helping them learn to love God, love others, and love themselves.

It is the policy of Kid Connect Preschool to reach every child where that child is at developmentally and to collaborate with the parents to problem-solve any behavior that is hurting him/herself or any other child or adult. These are the following actions to be taken:

1. The teacher will use positive re-enforcement; children are taught what is the right choice and reminded daily of classroom rules.
2. Teacher is to evaluate child’s classroom, schedule, and discipline to determine if the teacher can diffuse the behavior.
3. Teacher must talk to the director and discuss necessary changes that can be made.
4. The teacher then lets the parent know what is going on and the techniques being used to meet the child’s needs.
5. Daily documentation and dialogue will then happen between teacher and parent to determine progress.
6. After a fair amount of time (decided upon by teacher and director) to allow for behavior to change, another meeting with director is needed to update and discuss further action.
7. If behavior is still unacceptable, then a meeting with the parents is scheduled. This meeting is to present documentation of behavior in the classroom and to further discuss behavior management plan to meet the needs of the child.
8. Daily documentation and dialogue will continue between parents, teacher and director.
9. If behavior continues to be unacceptable for a group setting after a predetermined time set by parents, teacher and director, another meeting with the parents is scheduled to evaluate, and decide upon further action, which can include child no longer being in program.
10. In emergency situations, KC staff reserve the right dis-enroll a child immediately, if child is a continued danger to self or others.

**It is the goal of Kid Connect Preschool to have all children in a safe environment to learn and grow as individuals and as a team working together to promote a loving environment for each child.**

My signature verifies I have read and received a copy of this discipline and guidance policy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature/Date

Check one please:

Parent employee/caregiver

**Discipline and Guidance Policy for Kid Connect Preschool**

* Discipline must be:

1. Individualized and consistent for each child
2. Appropriate to the child’s level of understanding
3. Directed toward 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:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
2. Reminding a child of behavior expectations daily by using clear, positive statements
3. Redirecting behavior using positive statements
4. 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:

1. Corporal punishment or threats of corporal punishment
2. Punishment associated with food, naps, or toilet training
3. Pinching, shaking, or biting a child
4. Hitting a child with a hand or instrument
5. Putting anything in or on a child’s mouth
6. Humiliating, ridiculing, rejecting, or yelling at a child
7. Subjecting a child to harsh, abusive, or profane language
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age

Texas Administrative Code, Title 40, Chapters 746, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

-------------------------------------------------------------------------

Signature/Date

Check one please:

* Parent employee/caregiver

Power Outage Policy and Procedures

In the event that Kid Connect Preschool loses power during hours of operation the following guidelines will be followed.

Parents will be notified of the outage immediately; however, closure will become dependent on the following variables.

**There will be immediate closure if one or more of the following occurs:**

* The supervision of the children is jeopardized by lack of light
* The building will become too hot due to the weather outside
* The building will become too cold due to the weather outside
* The weather outside is unsafe for the children inside
* The building is unable to stay secure
* Kid Connect Admin and/or Grace church staff finds that the student’s safety is jeopardized in any way

**Kid connect will wait a minimum of one hour after initial power loss if one or more of the following occurs:**

* There is adequate light from outside/lanterns for children to be properly supervised
* The temperature in the building will stay a safe temperature for the children
* Classes are able to move outside if needed
* The estimated time of power returning is within two hours of initial power loss
* If classes are able to run as normal without major disruption to the day

If power loss happens prior to meals being served and is out for more than 15 minutes than an alternative lunch will be provided that day.

It is up to the discretion of the Kid Connect Preschool administration if closure is necessary. If Kid Connect Preschool participates in a school closure due to power outage, tuition for that day will not be reimbursed.

**Food Program Consent Form**

Kid Connect Preschool’s lunch program is through Twelve Oaks Catering & Food Service for children ages 18 months to 6 years old. Twelve Oaks’ address is 7700 Brookhollow Rd Dallas, TX 75235. Twelve Oaks Catering will be delivering meals each morning for Kid Connect Preschool. **Twelve Oaks catering does not use any pork products or nuts of any kind.**

Kid Connect food program will be included in child’s monthly tuition. The cost of the program is $5/day. This will include morning snack, lunch, and afternoon snack, milk, or juice.

Kid Connect will be following state standards to make sure each child’s daily nutritional needs are being met through the lunch program.

Please initial which program your child will be needing. *(Please note that the number of days your child attends will coincide with how many days your child uses program).*

\_\_\_\_\_\_\_\_ My child can eat all meals, with no modifications needed.

\_\_\_\_\_\_\_My child will need vegetarian meals ONLY

\_\_\_\_\_\_\_\_My child drinks almond milk instead of dairy milk.

\_\_\_\_\_\_\_My child can eat all meals excluding the below food allergies, that have been verified by a doctor and are listed below:

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_

Parent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Acknowledgment Form**

**2022-2023**

By initialing each of the following and then signing below, I am acknowledging that I have read and understand as well as agree to adhere to the following, and have received a copy of the handbook to keep in my possession.

\_\_\_\_\_\_\_ I understand the policies and procedures presented to me in the handbook by Kid Connect Preschool. I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (parent/guardian), agree to place my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in the care of Kid Connect Preschool under these policies. I have read the 2022 Parent Handbook and will follow the guidelines set forth. I will retain this manual for my records if any further questions arise. I also know that I can call director to answer any questions about handbook.

\_\_\_\_\_\_\_ I certify that the information provided in my child’s registration forms contains no willful misrepresentation or falsification and that it is true and complete to the best of my knowledge and belief.

\_\_\_\_\_\_\_\_ I understand that I must provide a current copy of my child’s immunizations prior to their first day of school.

**Facebook/Kid Connect Preschool Website Permission**

Dear Parents,

Photography is a large part of what we do. We know you love to see images of your children during special times and we want to share these photos with you. We have special events at the center that some of you as parents are unable to attend. During these events, we take pictures and then post them to our page. The consent form below allows us to use your child's picture on Facebook and the Kid Connect Preschool Website. We will only be posting pictures of students whose parents give consent.

Mostly we will use group photos and will never post, “tag” or mention names.

Also, we request that parents and other adults NOT post pictures on their Facebook of other children without first consenting with us. Occasionally, we may have a foster child in our care and we want to respect the rules that are in place to protect those children. All photos taken and made available will be done through the discretion of the GKC director. This will help in assuring that we are using photographs to present our ministry in the best way and that we are honoring the wishes of parents and students who do not want to have their picture posted.

Thank you for your help with this matter. Let’s work together in the shaping of our children’s lives!

Sincerely,

Jenna McMillian

Kid Connect Preschool Director



**Parent Permission for Use of Images**

***NOTE: Each student needs a separate form.***

Photos of students will be posted on our Kid Connect Preschool Facebook page and Website. *We DO NOT include the name of your child or “tag” them in the picture.* **In order for your child’s image to be included, Kid Connect must have your written permission on file.** Please complete a form for each of your children and return it to our office. Any changes to the permission granted on this form must be received in writing (new form or email to Jenna McMillian: [jenna.mcmillian@graceplano.church](mailto:jenna.mcmillian@graceplano.church)

Child’s Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Check One:*

\_\_\_\_\_ **YES**, Kid Connect **does have** permission to use images of my child on the GKC website and the Facebook page.

\_\_\_\_\_ **NO**, Kid Connect does **NOT have** permission to use images of my child on the GKC website and Facebook page.

\_\_\_\_\_**YES,** Kid Connect **does have** permission to include my child in CLASS PHOTOS to be sent home on Brightwheel

\_\_\_\_\_**NO,** Kid Connect **does NOT** permission to include my child in CLASS PHOTOS to be sent home on Brightwheel

\_\_\_\_\_**YES,** I give Kid Connect permission share my child’s name and to participate in Fall and Spring pictures with LifeTouch Photography

\_\_\_\_\_**NO,** I **do not** give Kid Connect permission share my child’s name and to participate in Fall and Spring pictures with LifeTouch Photography

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Parent/Guardian Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kid Connect Program Options

Kid Connect offers 3-, 4-, and 5-day program options. With the enrollment of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child’s name) in Kid Connect Preschool, I agree to comply with the following program options agreement:

1. My child will only attend the days of the week I have selected.
2. If I want my child to attend a day outside of their scheduled program days, I understand I must inform the Kid Connect admin staff at least 24 hours in advance, that day may not be available, and it there will be a $50 drop-in fee.
3. If I would like to change my daily option, I must inform the Kid Connect Admin Staff prior to the next monthly billing cycle.
4. Daily program options may not be changed after the 1st of the current month.
5. If a holiday or school closing occurs on one or more of your child’s scheduled days, there are no make-up days. If you would like your child to attend additional days, there will be a $50.00 drop-in fee.

3 Day Program Options: (please circle one option)

Monday Tuesday Wednesday

Monday Wednesday Friday

Monday Thursday Friday

Tuesday Wednesday Thursday

Wednesday Thursday Friday

4 Day Program Options: (please circle the days you will be attending)

Monday Tuesday Wednesday Thursday Friday

5 Day Program:

My child will attend Monday- Friday

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date

**Drop In Form**

Child's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(\*Drop-In Fee of $50 is due at time of service. Also, Registration must be complete for child, before being able to receive this service. This fee in non-refundable).

I understand the Drop-In policies that are stated in the Kid Connect Preschool handbook and abbreviated above. I also understand that due to the staffing and ratios we cannot allow children to use this service intermittently. Once I enroll in the Regular Services and/or Extended Hour service I am then responsible for the fees for each month whether I use the service or not. This includes Regular Services and Drop In Services.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature/Date

**Wipes Constent Form**

\_\_\_ I give consent for Kid Connect Staff to use the wipes Kid Connect provides on my child. I understand this will take place if my child runs out of personal wipes provided from home or if needed during different activities throughout day.

\_\_\_ I DO NOT give consent for Kid Connect Staff to use the wipes Kid Connect provides on my child, if my child’s personal wipes from home run out or for daily activities.

**Child's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s signature Date

**Sunscreen/Bug Spray Consent Form**

\_\_\_\_\_\_\_\_I agree to let Kid Connect staff put sunscreen/bug spray on my child/children when needed for outdoor activities.

\_\_\_\_\_\_\_\_I do not agree to let Kid Connect staff put sunscreen/bug spray on my child/children when needed for outdoor activities.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Printed Name (Parent)/Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GKC Water Activites Waiver**

\_\_\_ I give consent for my child to participate in the following water actvites (please check all that apply):

Water table play

Sprinkler play

Splash Pad

Field Day Activites

\_\_\_\_I do not give consent for my child to participate in water activites.

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Medical Consent for Emergencies**

\_\_\_\_\_I give consent for Kid Connect Preschool to act on behalf of my child to make medical decisions in case of a medical emergency.

\_\_\_\_\_\_\_I DO NOT give consent for Kid Connect Preschool to act on behalf of my child to make medical decisions in case of a medical emergency.

Child Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth:\_\_\_\_\_\_\_\_\_\_\_

Parent Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent Policy & Procedure Handbook**

**2022-2023**

**DAYS and TIMES**

Kid Connect classes are held Monday through Friday from August through May from 7:30 AM-5:30 PM. We use Plano ISD School Calendars to come up with a master Kid Connect schedule in regards to holiday schedules, early dismissals, and inclement weather days. A Kid Connect calendar with our days in session is located in your enrollment packet and is also available upon request. **We are closed yearly in August for two day and in October for three days due to Staff Training. The exact dates vary by year.**

**INCLEMENT WEATHER**

When Plano ISD is closed or has a delayed opening due to inclement weather, we will follow their schedule. If there is a delayed start of ONE hour, we too are delayed by ONE hour. If there is a delayed start of TWO or more hours, we are closed. Parents are responsible for monitoring news channels on bad weather days to determine if our local schools have closed or are starting late. Kid Connect Preschool will also post closings or late starts on the Kid Connect Facebook page. On rare occasions, we may have to close after classes have begun due to the onset of severe weather, snowfall, pending ice storms, or similar unforeseen circumstances. In such cases, parents will be notified by telephone of the closing and you will need to arrange transportation for your child ASAP. **There will be no makeup days for inclement weather days unless there are two or more affected days in a month.** Parents are still responsible for tuition for days that are canceled or start late due to inclement weather.Bad weather drills are practiced and will be put into action if warranted.

**DROP OFF AND PICK UP PROCEDURE**

Kid Connect Preschool strives to enrich your child’s life spiritually, socially, and academically. In order to truly benefit from our program, it is important that you strive for your child to attend regularly and arrive on time. If you arrive after your child’s schedule lunch time we ask that you please provide a peanut free lunch for them that day.

Please do not bring your child **before 7:30 AM. Drop off time cut off is 9:30 a.m. If you child is not dropped off by 9:30 a.m., they are not allowed to come for that day. There will not be any tuition reimbursement for missed days. If a child has a doctor appointment after 9:30 a.m. they are allowed to come to school with a doctor’s note. If the child attends another school program and is dropped off after 9:30 a.m. this will be excused and the child can attend Kid Connect Preschool that day.** Your child needs to be **picked up by 5:30 PM.** **After 5:30 PM,** an additional late charge of $25 per child for every five minutes past will be billed to your account. The clock posted in the Kid Connect office will be the time noted on your sign-out sheet. If in the event you are late, please notify the office so that we can make arrangements.

**Use the left entrance off the Grace Church Main Entrance**. **You may not park in the drive-thru as this is a violation of the fire code.** Parents must accompany children to class each morning. It is our policy that only designated people can pick your child up. On the enrollment forms, there is a place to list all designated people. Please let the GKC admin staff know if someone different will be picking up your child that day. **Children will only be released to authorized persons of at least 18 years old.** **When dropping off/pick up every adult and child who enters the lobby must wash their hands in the lobby restrooms.**

**NAME BADGES/RED LANYARDS**

As of August 17th, 2022, our new safety system will go into effect.

1. Parents/Guardian must wear assigned red lanyard at drop off & pick up.
2. Parents/Assigned Pick Up/Drop Off Person isn’t allowed to drop off/pick up without badge
3. A teacher will not allow child to enter their classroom or leave with parent/guardian who isn’t wearing a red lanyard.
4. Lost badge/Lanyards is $5 replacement fee charged to parents account.
5. Any visitors/emergency pickup people will be required to stop by admin office to pick up temporary badge and then return badge after pick up/before leaving the building. Lack to do so will be a $5 fee to parents account.

The first couple of days of school, ID will be required of anyone picking up children, as all teachers will be unfamiliar with parents. Anyone else that is unfamiliar to the teacher will have to present Driver’s License in order to release your child. This is for the safety of your child. If there are any changes during the day concerning pick up, please contact the Kid Connect office and have that person present their Driver’s License for verification to the Kid Connect office and teachers. Kid Connect is following CDC mandates. Please refer to CDC guidelines for any changes to this policy.

**RELEASE OF CHILDREN**

Absolutely no one other than the parents will be allowed to pick up a child from school unless:

1. The name of the alternate person is listed on the child’s enrollment form

**AND**

2. The alternate person is listed on the check in sheet **OR** a written note is provided to the teacher.

**AND**

3. The alternate person has a photo ID in their possession at pick up time.

We understand that emergencies arise and there may be someone picking up your child that may not be listed as an emergency contact. If this occurs, you must call the Kid Connect office and inform them of this change, and you will need to answer your security question that you filled out on your enrollment form at the time of enrollment before phone approval is granted. The Director will then relay the pick-up person’s information to your child’s teacher, and that person will need to present their Driver’s License for verification to the Kid Connect office and teachers. Your child’s safety is our goal at all times.

Please know that if you have a divorce decree, Kid Connect Preschool must have a current copy in your child’s file. The decree must contain the conditions of parental visitation/custody of the child. Kid Connect Preschool is obligated to follow whatever the legal document states in regards to the release of the child, even if you have a mutual agreement worked out amongst yourselves. If you would like to have these terms adjusted, you must do so through legal counsel.

**ILLNESS & MEDICATION**

Please do not bring sick children to school. We ask for your cooperation in maintaining the best possible health environment for all students by keeping children home when the following conditions/symptoms exist:

* Wound (or sore) drainage
* Abnormal rash, itching, or swelling. All rashes on children brought to school will be inspected by GKC staff to make sure it is not contagious.
* Oral temperature of 100.0 degrees or higher, accompanied by behavior changes or other signs or symptoms of illness.
* Rectal temperature of 100.0 degrees or higher, accompanied by behavior changes or other signs or symptoms of illness.
* Unusual skin appearance (ex. ringworm)
* Sore throat
* Nausea, vomiting or diarrhea within the past 24 hours
* Questionable eye redness, drainage, or inability to open eyelid upon awakening in the morning
* Runny nose due to infection (usually thick and green or yellowish)
* Any sign of head lice (ex. adults or nits/eggs)
* Abnormal breathing
* Shortness of Breath, Coughing, Dizziness, Chills, Muscle Aches

Your child must be symptom free for 24 hours before bringing them to school. This means free of symptoms without medication. ***Do not give your child any medication to mask a fever just before arriving at Kid Connect as this will expose the rest of the class to anything contagious that they might have and you will be notified to come and get your child when the fever goes up.***

**If your child has been ill and considered contagious, please report the condition to the Kid Connect Preschool office as soon as the child receives the diagnosis and get a doctor’s note for your child’s return to school.** This can include (but is not limited to) a number of common illnesses such as: COVID-19, strep throat, hand foot and mouth disease, flu, bronchitis, pink eye, chicken pox, etc. While being anonymous, our Kid Connect administration will inform parents when their child has been exposed to something contagious. This way, we can limit any possible out break at our school. Kid Connect Preschool also needs to be made aware if your child has had an outbreak of head lice and/or lice eggs. Again, while being anonymous, the Kid Connect administration will inform parents of the outbreak so that they may start checking their own children for any lice or eggs. If we have had a confirmed case of lice and we notice that your child is scratching their head, we reserve the right to check their hair.

If your child, child’s teacher, or your child’s classmate gets a confirmed case of COVID-19, please follow the mandated CDC guidelines.

If you, a family member living in your home, or your child come in contact with someone who has tested positive of COVID-19 or receive a positive result of COVID-19, please follow the mandated CDC guidelines.

It is a priority for Kid Connect to maintain a healthy environment for you and your child, so we appreciate your cooperation in adhering to this policy.

**ABSENT FROM SCHOOL**

**We appreciate your calls if your child will be absent from school.** If your child has been ill and considered contagious, please report the condition of your child to the director or teacher. While being anonymous, we will inform parents when their child has been exposed to something contagious. This way, we can limit any possible out break at our preschool. Please note that a child having chicken pox may return to school eight days from the original break out day. At this point, lesions are crusted and not draining.

If your child becomes ill, you will be contacted and required to pick your child up immediately. Children will be sent home after one vomiting incident and/or 2 diarrheas within an hour time frame. Children will also be sent home when their temperature is 100.0 degrees or higher. Your child will be isolated in the office and made as comfortable as possible until you arrive.

**MEDICATION**

Kid Connect Preschool does not administer medication without written consent from you the parent or guardian. This includes things such as diaper cream and teething

gel. If your child needs medication you are welcome to come and administer it during our hours of operation, or you must sign our medication consent form. The signature on the form is only valid for “the day of” the signature. All medication must be in its original container with the prescription label attached. If you bring medication that you have poured into another container, or the doctor’s label is missing, we will not administer that medication. If the medication is not age appropriate, we will need written consent from your child’s physician with the dosing amount. If your child needs medication due to a continuous special medical need please see the director upon enrollment or as soon as the condition presents itself. It is your responsibility to bring the medications that you want us to administer, and you will need to remember to pick them up and take them home daily. All medications will be administered in the Kid Connect office.

**MEDICAL EMERGENCIES**

All minor injuries will be treated on the premises. If there is a wound that is borderline (ex. a cut that might need stitches) we may seek the opinion of other staff with GRACE CHURCH. Parents will be given a courtesy call for any injuries that *we feel* MAY need further attention. Parents will be notified, by phone, immediately when serious injuries occur. All injuries will have an incident report completed with a copy sent home and one extra copy in the office for you to sign. This signed copy will be put into your child’s file.

If parents or emergency contacts cannot be reached and a medical attention is required, the decision will be made to call the ambulance to take child to an emergency room.

**CHANGES IN OUR POLICIES**

If there are any changes to be made in our Kid Connect Preschool policies & procedures handbook, we communicate these changes to each parent in written form before the changes are implemented. We will strive to give a month’s notice before any policy change, unless it affects the safety of the children. If we need to change a policy for safety reasons the changes will be made immediately and you will be notified the same day.

To view most recent Kid Connect license report and how to contact DFPS, please see licensing and emergency information that is located in administration office by front Kid Connect lobby.

**DISCIPLINE**

Discipline at Kid Connect Preschool is individualized for each child. It consists of positive reinforcement, such as praise and encouragement of good behavior instead of focusing only on unacceptable behavior. We also use redirection and daily reminders for the children. If the above-mentioned techniques are not sufficient for a child’s behavior, we may use a brief supervised separation from the group (thinking time). The use of physical punishment is never permitted. Children are lovingly taught what is the right choice and reminded daily of classroom rules. If thinking time is not effective, parents will be notified, and teacher, director, and parents will decide best next step for child.

*If your child is experiencing a change in the home environment that may affect his/her behavior at GKC, please let us know. This will help us be able to help your child during this time.*

**BITING**

With some children, biting might happen. All biting incidents will be reported to each parent. We do not disclose the names of the other children involved in the biting incident. Once a child has bitten, we do our best to discourage the child from biting again by using time with teacher, explaining that it hurts their friend and by keeping that child right beside the staff member during any time they are not in the best position to fully contemplate a possible biting incident. We understand that some children go through a stage where they bite, and we do our best to work with our families. If a child begins biting excessively or out of aggression or anger and the above measures have failed, your child could be dismissed from the program.

**FIGHTING/INAPPROPRIATE BEHAVIOR OR LANGUAGE**

If a child is caught fighting with a fellow student, incident will be reported to Kid Connect and Kid Connect will meet with child and the parents will be notified. If a child is aggressive to a teacher, including but not limited to hitting, kicking, biting, and scratching, the parents will be asked to pick up the child for the rest of that day. Continued occurrences will result in dismissal from the program. If a child uses inappropriate language in our classroom they will first be given a warning. The teacher will pull them aside and remind them that we do not use that language. If it happens again we will call you, the parent. We will request that you come and talk with your child, so that they can see we are working together. After the third incident in the same day, you will be asked to pick up your child for that day. If the inappropriate language continues your child may be dismissed from the program.

**INFANT SLEEP POLICY**

Infants are not allowed to sleep with blankets or any extra material excluding sleep sack in crib at Kid Connect. If special crib requirements are needed, doctor’s note will have to be written and infant sleep exception form has to be completed. Infants are not allowed to sleep with any pacifier that has anything attached to it including stuffed animals or other items. Upon enrollment of child, parent will need to sign the Kid Connect infant sleep policy form after reading.

**SNACK AND LUNCH**

For the comfort and safety of all children, please feed your child breakfast before bringing him or her to school if they will be coming after 9:00 a.m. Kid Connect will provide each child ages 18 months to 6 years old a nutritious drink, morning snack, ready to eat lunch, and afternoon snack. As of July 23,2021, the food program has been added to all 18 month and older student accounts unless a doctor’s note has been provided. Children ages 0-18 months, parents will have to provide nutritional needs. If your child needs a sippy cup, you will need to bring one for them to use each day.

*Do’s*:

* Please label all drinks or snacks
* Provide child with water cup with water
* Lunches will be provided
* Food from several food groups will be provided

*Dont’s:*

* Do not put carbonated drinks in thermoses, or sippy cups.
* Please avoid sending red drinks to school as red coloring is very difficult to remove from

clothing or carpeting.

* Glass containers are not allowed for safety reasons.
* No peanut-related food items, including peanut butter or anything with an ingredient of peanuts, peanut oil, etc.

At the end of lunch, all open containers, (juice, yogurt, and applesauce), will be thrown away. Partial or uneaten food will be returned home so the parent can see what the child has eaten. At times, we have children with serious food allergies. If this is the case in your child’s class, a note may be sent home asking for assistance in avoiding certain foods in lunches so they are not shared. (Ex. Tree nuts, chocolate, etc.) Your child’s teacher will try to inform you of certain foods that your child will not eat at school so we can ensure that your child is getting proper nutrition during their active day at school. We are a peanut free campus, so no peanut products at any time.

Kid Connect is responsible for your child’s daily nutritional needs for children ages 18 months-6 years old.

**PARTIES/ BIRTHDAY CELEBRATIONS**

We celebrate holidays at Kid Connect Preschool, but also keep the mission of our program, Christ, as the center of our celebration. Please be considerate of this in the decoration, paper goods, and anything else supplied for our party days.

Typically, we will have a sign-up sheet a couple weeks in advance for you to sign up to bring an item for a class party.

Also we welcome the opportunity to celebrate their birthdays in their class. However, please make arrangements with the teacher on the days and times for the celebration before bringing anything for their birthday. All treats must be **store bought** with the **label attached**. If you have a student who has an allergy to certain foods, we ask that you please do not bring anything that has the ingredient which the student is allergic to. If you want to include children from your child’s class for parties outside school, please give invitations to ALL children from their class. Otherwise, please use the U.S. mail for delivery so that we don’t hurt feelings of fellow classmates.

**IMMUNIZATION RECORDS**

***Current* immunizations are required of all children in the program in order for our program to comply with Texas Minimum Standards for Childcare Facilities.**

If you have chosen to not vaccinate we will need a copy of the notarized waiver from the State of Texas to keep in your child’s file. It is your responsibility to update these records every year or after your child’s birthday, annual well child checks, or any other time they receive a new immunization.

**HEALTH STANDARDS**

Each child will be required to have a shot record or waiver **and** health care professional statement from a doctor on file by the 1st day of school. This record must be updated each year.

**TUBERCULOSIS TESTING**

Because of our regional Texas Department of Health requirements, Kid Connect Preschool children are not required to undergo Tuberculosis testing, although it is recognized as a part of our immunization records.

**HEARING AND VISION SCREENING**

All children enrolled in the program that are four years of age by September 1st are required by Chapter 36 of the Health and Safety Code to be screened for possible vision and hearing problems within 120 days of admission. Once screened we will need a copy for your child’s file.

**ANNUAL ENROLLMENT AND REGISTRATION**

Children may enroll at any time during the year when openings are available. Formal registration will begin during the month of January. Kid Connect Preschool accepts applications for children 6 weeks– 6 years, (age as of September 1st), regardless of race or religion. All registration and health forms must be on file in the office upon entrance of a child to the school. **It is the parent’s responsibility to update any changes (phone numbers, addresses, authorized persons for pick up, or any other pertinent information necessary for maintaining the safety of your child) as soon as the change presents itself. Failure to do so could result in a communication error in an emergency situation.**

In order to be enrolled at Kid Connect Preschool, the following things must be turned into the office:

* Complete Application
* Completed Registration form
* Health Care Professional Statement
* Financial Agreement form
* Facebook/Kid Connect Website Permission
* Lunch Program Consent Form
* Behavior Management Policy/Discipline and Guidance Policy
* Program Day Options Form
* Registration Fee
* Parent Handbook Acknowledgment
* Current immunization record (all immunizations must be up to date within 30 days of

admittance or a doctor’s note must be presented stating that you are in the process of

becoming current in your child’s immunizations)

* Water Activity Consent
* Drop In form
* Medical Consent for Emergencies
* Copy of Driver’s Licenses of Guardians & Emergency Contacts

A non-refundable registration/supply fee is due at time of registration. Spots **will not** be held without the required registration deposit is due no later than the first day of school. The registration fee secures your child’s spot in the program for the year and includes the supply fee which covers the cost of craft materials, snacks, wipes, curriculum and any other supplies needed to care for your child. The supply fee will charged bi-annually every August and January.

**Registration: $115, (non-refundable)**

**Supply Fee: $50**

We accept money orders, check or credit card. **Checks need to be made payable to “Grace Church Kid Connect Preschool” and will need to have your child’s name in the memo line to ensure proper credit to your account**. Please be sure to note your child’s name in the memo. If the check arrives on a day we are not in session, the church office will put it in the Kid Connect Director’s mailbox.

**TUITION RATES**

Our monthly rates are calculated based on the number of scheduled days for your child’s class and are due at beginning of each month. \*Holidays, vacation days, and teacher work days are not counted in these scheduled days. As you know, Kid Connect Preschool is a non-profit program. All revenue received by the program is used to compensate staff and enrich our program. Our obligation to the staff continues regardless of whether every child is present or not. **There will be no refunds for absenteeism or weather related closures.**

**Please make all checks payable to “Grace Church KID Connect Preschool.”**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 3 DAYS | 4 DAYS | 5 DAYS |
| 0-18 months | $580 per month | $770 per month | $965 per month |
| 18-24 months | $576 per month | $768 per month | $960 per month |
| 2-5 years | $540 per month | $720 per month | $900 per month |

\*In Months with 5 weeks tuition will increase $15-$25 to cover cost of Food Program\*

**Kid Connect Administration will let you know which days are available when you enroll.** We base our availability on spaces that we have open. If your child attends on set days, we have the availability to enroll another child on days your child doesn’t attend. For this reason we cannot allow you to switch days when your child is out on their specified day. The Kid Connect Director reserves the right to decline this request if we cannot accommodate the need for any reason.

**LATE FEES**

Late fees, for nonpayment of tuition, of $25 are assessed on the 9th day of each month, and you will receive a past due statement. There will be no refunds for absenteeism. If the 9th of the month doesn’t land on a school day, please go online to make payment on Brightwheel parent portal.

**The Kid Connect Director has the right to** **withdraw any families because of late accounts.**

**HOLDING FEE**

A nonrefundable holding fee will be added of $100 to your account, by request to reserve your spot in the program. The request has to be done before the 1st of each month. If request isn’t made before 1st of the month, the child’s account will be billed for the full month’s tuition. The tuition will need to be paid in full before child returns to program. The holding fee of $100 for a

spot in the Kid Connect program can only be done for 3 consecutive months. After 3 months of paying a $100 each month, if you wish to continue to hold a spot in the program, guardian must pay full tuition each month to hold child’s spot in program. If holding fee or tuition amount isn’t paid, your child’s spot will be released.

**RE-ENROLLMENT WITH AN ACCOUNT BALANCE**

Accounts owing from previous semesters must be paid in full by the beginning of the current semester or your child will be dropped from the program. To re-enroll your child you will need to pay a new registration fee and any past due amounts. If space is not available, your child will be placed on a waiting list.

**NON-SUFFICIENT FUNDS/RETURNED CHECK FEE**

If you have a returned check, you will need to submit cash or payment by credit card in the amount of the check plus any bank fees charged. Upon the second notification of returned check, we will only accept credit card or cash for your payments.

**DROP- INS**

Drop-Ins will be accepted when classroom space permits. You can reserve a drop-in space (if available) by contacting the director or assistant director 24 hours in advance. Please understand that availability may not be known until after 8:00 AM; before your child is released to attend class on the day needed. The drop-in rate is $50 and must be paid the morning of drop in before your child is released to attend class. This fee is nonrefundable.

**WITHDRAWING YOUR CHILD FROM THE PROGRAM**

If for any reason you must withdraw your child from the program, you need to stop by the office or call to notify the GKC Director and give a **written 15 day notice**. You will also be given a Withdraw Form from the office that we will need to be filled out for your child’s file. If there is not notification of withdrawal within 15 days of the last day in attendance, your child will be withdrawn from the program by the GKC Director, and your spot will be filled by the next in line. **If you are not able to give notice, you are still responsible for the full current- month tuition. No refunds for partial months will be given.**

**END OF THE YEAR TAX STATEMENTS**

Childcare expense statements will be ready for parents to pick by January 31st of each year **at the parents request.**

**CLASSROOM PLACEMENT**

We maintain a low student-to-teacher ratio to insure individual attention is given to each child and to encourage a feeling of family and belonging at Kid Connect Preschool. The class that your child is assigned to is based on their age, as of September 1st, class ratio, and number of children enrolled. Kid Connect does not base placement of a child on their academic, social, or behavioral abilities. Also, your child does not promote to the next class on their birthday but when at the beginning of the next semester. Transitions happen in August and January for ages 2-6.

**GENERAL SCHEDULE**

Each classroom has their own schedule that they go by, which is posted on the information board on their classroom door. Once your child is placed in a classroom, you will be given their classroom schedule in their folder. Please note: Our teachers lovingly prepare a lesson plan for each day of Kid Connect. **Please make every effort to bring your child by 8:30 AM.**

**TRANSPORTATION**

Kid Connect Preschool does not transport children at any time. In case of Emergency, child will be transported via ambulance to a local emergency room or permitting needing to evacuate the premises child will be taken across street to administration building at: 5000 W. Parker Rd Plano, TX 75093 or if necessary to Prestonwood Church: 6801 W Park Blvd, Plano, TX 75093, church designated as a safe emergency location connected with Grace Church.

**WATER ACTIVITIES**

Our Kid Connect program uses sensory bins that at some point will have water in them. These bins are used solely for the purpose of sensory play and lessons such as sink or float. These water bins will not be used at any time for the children to climb in to. We may plan field day activities where children throw water balloons into buckets or at targets, but we do not use kiddie pools or any other tubs of standing water with the children.

During seasons where weather is permitting for our splash pad, kids will be asked to come to school in the appropriate attire to be worn on splash pad. These will be supervised times with staff. Parents will be notified in advance of when Splash Days will be scheduled.

**FIELD TRIPS**

Our GKC does not participate in field trips. We do schedule activities for the children to participate in here at the center. For example, during our lessons on Community Helpers we might bring in a Fire Truck or Police Car for the children to go out and explore.

**PARENTAL CONCERNS**

Kid Connect Preschool has an open-door policy. Parents are welcome to discuss and review any questions or concerns about the policies and procedures of our Kid Connect Preschool. If a concern arises at any time you may contact the Kid Connect Director by phone or email. If the question or concern is more in depth you may be asked to schedule a meeting to address the issue.

**PARENT INVOLVEMENT**

We have an open door policy at Kid Connect Preschool. However, parents are only allowed in the hallways and must stop at the classroom doors.

* Enter and Exit through the main Kid Connect doors only
* Kid Connect Staff performs daily health checks
* Wash yours and child’s hands
* Check your child in on the Brightwheel Kiosk located in lobby.

This policy is due to change, please adhere to updated CDC guidelines and mandates.

**EMERGENCY PROCEDURE/ALTERNATE DESIGNATED FACILITY**

We are required to participate in any type of emergency drills (fire, tornado, lock downs, evacuations) that are administered during Kid Connect hours. This is to acquaint your child with the procedures to follow in the event there is a real emergency.

Kid Connect Preschool regularly practices fire (monthly), tornado drills (at least twice a semester) and lockdown drills (at least once a year) in order to prepare for any unexpected emergency. Our teachers have a training session on what to do and how to handle any emergency situation that might arise. In the event of an emergency, teachers and church staff members will contact parents of every child to dispense pertinent information when it is safe to do so.

**INFANT/TODDLER NURSING MOMS**

We understand and support nursing mothers. If you need to nurse your child during school hours, we have a nursing room for mothers. We just ask you to make arrangements with the teacher so we can work out their schedule. If you would like to pump, and bring breastmilk in pre-filled bottles, we have refrigerators keep the milk cold until it is needed.

**CHILD ABUSE**

Kid Connect Preschool is required to report any indication of child abuse to the proper government authority of the State of Texas when Kid Connect has cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect. Kid Connect Preschool will provide all of our teachers with annual training on Child Abuse and Neglect to ensure that our staff is knowledgeable of the signs and symptoms. We also want you as parents to be informed so we have included a handout of useful information in regards to child abuse and neglect.

If at any time you suspect a child is being abused there are two ways to report in the state of Texas.

1. By Phone: 1-800-252-5400
2. Online - [www.txabusehotline.org](http://www.txabusehotline.org)

**CLOTHING/DIAPERS**

Clothing worn should be suitable to the weather for outdoor play, washable, and marked with your child’s name. We do play outdoors year-round unless the weather is rainy, muddy, or below 45 degrees. We ask that children wear closed toed shoes.

Any child can have spills or accidents, so **we require that ALL children have a complete change of clothes, including underwear and socks. This is required for all ages.** Please place a complete change of clothes in a one-gallon plastic bag and leave in your child’s backpack EVERY time they come to school. Please label all items brought from home, especially jackets. At all ages, girls are required to wear bloomers or shorts under skirts and dresses. If your child is in diapers, you should write the child’s name on five diapers for the day. These five diapers should be placed in your child’s basket in his/her room. Additional diapers should be in your child’s backpack/bag in case addition changes are necessary. All diapers must be fully disposable. We do not allow cloth diapers or cloth diapers with disposable inserts.

**POTTY TRAINING**

Kid Connect will assist in the training process of a child in the program if the parents are

working on potty training at home. Please understand that we cannot train your child alone, you must be working on it at home as well. We will take your child to the potty regularly, but more often if you notify us that you are potty training. A child should wear Pull-ups until he/she is able to tell the teacher he/she needs to go to the bathroom. Pull-ups are required until the child is consistently staying dry. All children should be potty trained or consistently working on potty training by their third birthday to promote in the Kid Connect program. Pull-ups for rest time only will be allowed. Exceptions can possibly be made but with Kid Connect director’s approval.

**PERSONAL ITEMS**

All personal items brought to school should be labeled with your child’s name. Please leave your child’s toys at home. Personal toys cause many disruptions. Preschool will provide adequate equipment for your child’s activities. A child may bring one “comfort item” to school for rest/nap time only. **Please do not forget to label all belongings.**

**REST PERIOD**

Your child will have a rest period each day at Kid Connect. Although all children do not go to sleep, all children are expected to lay on their nap pallet quietly for a period of time to allow their growing bodies a chance to recharge and so that those that do nap have the opportunity to fall asleep. After an appropriate period of time, the teacher will allow those not asleep to have a quiet activity time in the classroom. Kid Connect Preschool does not provide a separate play area for non-nappers. Please do not tell your child they do not have to lay down or go to sleep at Kid Connect Preschool as this allows the child to think they can do what they want and not have to obey the teacher when she says it is rest period.

Beginning at the end of March our Pre-Kindergarten students will begin to phase out of nap to help with their transition to Kindergarten.

**PICTURES AT SCHOOL**

Each year we schedule individual student pictures with a photographer. There is no charge at the time of the session and purchase of pictures is optional. If your child is in our Older Fours & Fives Class, we may also bring in a photographer to do pictures in caps and gowns.

Picture taking is a huge part of everything we do at Kid Connect Preschool. We use photos in our slide show for our programs, publications such as newsletters, website and brochures. If you have a special situation (ex. foster children) and you would prefer that we not use pictures of your child, please turn in a letter stating this to the director. **By signing the Handbook Agreement Form, you give us permission to use photos for things listed above.** Please notify the director if you do not approve of Kid Connect Preschool posting pictures of your child around our building or for any other school use.

Kid Connect will post pictures to our school Facebook and Instagram page. There is a permission form in your enrollment packet. Please know that you must sign this form and turn it in with all of your child’s paperwork whether or not you grant us permission to post your child’s picture on our Facebook page. We will never tag you or your child online and we will not disclose any names.

**SPECIAL NEEDS**

Kid Connect teachers are not trained for children with special needs. If your child has special needs, we will evaluate on a case by case basis for possible enrollment.

**SOLICITATION**

Kid Connect does not sponsor or support the solicitation of any products or services of individuals. We also will not distribute or display any flyers, catalogs, brochures, for individuals or organizations unless it is an Kid Connect or Grace Church sponsored program.

Emergency Telephone Numbers

Emergency **911**

OR

Emergency Medical Service **911**

# Local Police or Sheriff……………………… **972-424-5678**

# Fire Department……………………………….. **972-941-7000**

Poison Control Center 1-800-222-1222

DFPS Child Abuse Hotline 1-800-252-5400

Nearest Child-Care Licensing Office Phone:

469-229-6900 x6901

Nearest Child-Care Licensing Address:

**550** E. 15th St., Plano, TX 75094

Licensing Operation Number…………………..1668905

# Child-Care Operation Name: KID CONNECT PRESCHOOL

Child-Care Address: 3301 Preston Rd., Plano, TX 75093

Child-Care Telephone Number: 469-322-2668

Texas Childcare Minimum Standards can be found at <https://www.hhs.texas.gov> or Kid Connect front office

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