



ADVENTURE CAMP

June 3rd-July 26th - (18 months-5 Years)

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 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: www.Gracekidsconnect.com
FACEBOOK PAGE: @KidConnectPreschool



Child's Name: _____ Birthdate: _____

Enrollment Date: _____

To Be Completed Prior to Admission:

- _____ Complete Application Form
- _____ Copy of Driver's Licenses of Guardians & Authorized Pickup
- _____ 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)
- _____ Health Care Professional Statement
- _____ Financial Agreement form
- _____ Program Day Option & Drop In Form
- _____ Facebook/Kid Connect Website Permission
- _____ Behavior Management Policy
- _____ Discipline and Guidance Policy
- _____ Power Outage & Inclement Weather Policy & Procedure
- _____ Snack Program Consent Form
- _____ Wipes, Sunscreen/Bug Spray, & Water Activity Consent Form
- _____ Parent Handbook Acknowledgment



Kid Connect Application

Mother/Guardian Contact Information		
First Name	Last Name	
Street Address		
City	State	Zip Code
Mobile Phone		Work Phone
Email Address		
Place of Employment		
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Engaged <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Single		
Do you have custody of your child? Yes No		Are you allowed to pick up the child? Yes No

Father/Guardian Contact Information		
First Name	Last Name	
Street Address		
City	State	Zip Code
Mobile Phone		Work Phone
Email Address		
Place of Employment		
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Engaged <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Single		
Do you have custody of your child? Yes No		Are you allowed to pick up the child? Yes No

"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity." -1 Timothy 4:12



Approved Pick Up List		
(Please list anyone that you would like to be approved to pick up or drop off your child)		
Name	Phone	Relation to Child
Name	Phone	Relation to Child
Name	Phone	Relation to Child

Child Information	
First Name	Last Name
Gender	Date of Birth
Days Attending	
Child's Special Care Needs (Check all that apply)	
<input type="checkbox"/> Environmental Allergies <input type="checkbox"/> Food Intolerances <input type="checkbox"/> Existing Illness <input type="checkbox"/> Previous serious Illness <input type="checkbox"/> Limited/Restricted Child Activities <input type="checkbox"/> Injuries & hospitalizations (<i>past 12 months</i>) <input type="checkbox"/> Accommodations/Modifications <input type="checkbox"/> Adaptive Equipment (include instructions) <input type="checkbox"/> Symptoms or indications of complications <input type="checkbox"/> Medications prescribed for continuous long-term use <input type="checkbox"/> Other: _____	
*Does your child have diagnosed food allergies? <input type="radio"/> Yes <input type="radio"/> No Food Allergy Emergency Plan Submitted Date: _____	
Child day care operations are public accommodations under the Americans Disabilities Act (ADA), Title III. To learn more visit: https://www.ada.gov/resources/child-care-centers/ . If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800) 514-0383 (TTY).	
Signature -Parent or Legal Guardian	Date Signed
Does your child have an Epi-Pen? Yes No	Does your child have Asthma? Yes No
Medical Conditions (Please any and all pre-existing medical conditions)	
Prescribed medication (Please list any medicine that is prescribed and will need to be given while under care at Kid Connect)	

"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity." -1 Timothy 4:12



Additional Information

Would you like to receive information about Grace Church Plano? Yes No

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 Grace Church Plano. For more information about our church, you can visit www.gocplano.org

****Please attach a copy of all parties' driver's licenses that will be picking up child****

Emergency Information	
Physician Name	Physician Phone
Preferred Hospital for Emergencies	
Insurance Company	Policy Number
Policy Holder	
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.	
Emergency Contact Information	
Contact #1 First Name	Contact #1 Last Name
Phone Number	Relationship to Student
Address (Street, City, State, Zip Code)	
Contact #2 First Name	Contact #2 Last Name
Phone Number	Relationship to Student
Address (Street, City, State, Zip Code)	



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.

Parent 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 a one time fee **registration/supply fee** of \$100. 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.

	SUPPLY FEE	WEEKLY	MONTHLY
18 months- 5 years	\$100	\$200	\$800

4. Pay a \$25.00 late fee for tuition received online or in the preschool office after the 9th of the month.
 - a. *EXAMPLE: Tuition is due September 1. After September 9th - add \$25.00 late fee.*
 - b. **The 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 Kid Connect 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 a child withdraws from the program after the 1st of the month.**
6. **After 5:30 PM**, an additional late charge of \$5 per child per 5 minutes for the first 15 minutes and \$25 per child for every five minutes past 15 minutes 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 a 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 a 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



Parent Permission for Use of Images

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 consulting 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 at the discretion of the Kid Connect 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.

In order for your child's image to be included, Kid Connect must have your written permission on file. 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

Child's Name (please print): _____

Check the Appropriate Responses:

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

_____ **NO**, Kid Connect **does NOT have** permission to use images of my child on the Kid Connect 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 to share my child's name and to participate in Fall and Spring pictures with LifeTouch Photography

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

Parent/Guardian Name

Date

Parent/Guardian Signature



Behavior Management Policy for Kid Connect Preschool

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 reinforcement; children are taught what is the right choice and reminded daily of classroom rules.
2. Teacher is to evaluate the 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 the 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 a 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 the child no longer being in the program.
10. In emergency situations, Kid Connect staff reserve the right to unenroll a child immediately, if the 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 behavior management 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 & Inclement Weather Policies

Power Outage

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 or 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

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.

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.

*Kid Connect reserves the right to do what is in the best interests of our students, should the Plano ISD schedule not be appropriate for Kid Connect.

My signature verifies I have read and received a copy of these policies and procedures.

Signature

Date



Snack Program Consent Form

The Kid Connect snack program will be included in the child's monthly tuition. This will include morning snack, afternoon snack, and milk or almond milk.

Kid Connect will NOT be responsible for each child's daily nutritional needs. Parents will be responsible for each child's daily nutritional needs via the packed lunch from home. The snack schedule will be available with the monthly calendar.

****Kid Connect is a PEANUT-FREE facility. Please do not send your child with any peanut products including peanut butter or things cooked in peanut oil. We will not provide any snacks with peanuts or peanut-related ingredients. ****

Please initial which milk your child will be needing, and make note of any food allergies.

_____ My child drinks dairy milk.

_____ My child drinks almond milk.

_____ My child has the following food allergies or sensitivities (please list the level of sensitivity and reaction if ingested):

Child's Name: _____ Date: _____

Parent's Name: _____

Parent's Signature: _____



Wipes Consent

_____ 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 the 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.

Sunscreen/Bug Spray Consent

_____ I agree to let Kid Connect staff put sunscreen/bug spray on my child when needed for outdoor activities.

_____ I do not agree to let Kid Connect staff put sunscreen/bug spray on my child when needed for outdoor activities.

Water Activities Consent

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

- Water table play
- Sprinkler play
- Splash Pad
- Field Day Activities

_____ I do not give consent for my child to participate in water activities.

Child's Name: _____ Date: _____

Parent's Name: _____

Parent's Signature: _____



Parent Handbook Acknowledgment Form 2024 Summer Camp

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 2024 Summer Camp Parent Handbook and will follow the guidelines set forth. I will retain this handbook for my records if any further questions arise. I also know that I can call the director to answer any questions about the 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 and a healthcare professional's statement prior to their first day of school.

Parent's signature

Date



Healthcare Professional Statement

Please take this form to your child's physician and have them 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 Kid Connect Director, Jenna McMillian.

Child's Name: _____ Date of Birth _____

Health Care Professional's 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 _____

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

Parent's Signature:

_____ Date _____



"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity." -1 Timothy 4:12



Parent Policy & Procedure Handbook Summer 2024



DAYS and TIMES

Kid Connect classes are held Monday through Friday for June through July from 8:30 AM-3:30 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.

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.

Please do not bring your child **before 8:30 AM. Drop off time cut off is 9:30 a.m. If your 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 3:30 PM. After 3:30 PM**, an additional late charge of \$5 per child per 5 minutes for the first 15 minutes and \$25 per child for every five minutes past 15 minutes will be billed to your account. For example, if you are 10 minutes late, the fee will be \$10. If you are 30 minutes late, the fee will be \$90. If a parent is consistently 5-10 minutes late, the director reserves the right to increase the late fee. 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 Kid Connect 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/picking up every adult and child who enters the lobby must wash their hands in the lobby restrooms.**

NAME BADGES/RED LANYARDS

The following safety system is in full effect:

- 1.) Parents/Guardians must wear the assigned red lanyard at drop off & pick up.
- 2.) Parents/Assigned Pick Up/Drop Off People aren't allowed to drop off/pick up without the red lanyard
- 3.) A teacher will not allow a child to enter their classroom or leave with a parent/guardian who isn't wearing a red lanyard.
- 4.) Lost badge/red lanyard is a \$5 replacement fee charged to parents' accounts.
- 5.) Any visitors/emergency pickup people will be required to stop by the admin office to pick up a temporary badge and then return the badge after pick up/before leaving the building. Failure to do so will be a \$5 fee on the 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 a Driver's License in order to pick up 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.

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 Kid Connect 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 outbreak 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 outbreak 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 medical attention is required, the decision will be made to call the ambulance to take the 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 the most recent Kid Connect license report and how to contact DFPS, please see licensing and emergency information that is located in the administration office by the 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 the best next step for the child.

If your child is experiencing a change in the home environment that may affect his/her behavior at Kid Connect, 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 the 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, the incident will be reported to Kid Connect and Kid Connect will meet with the 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 on 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 a sleep sack in the crib at Kid Connect. If special crib requirements are needed, a doctor's note will have to be written and an 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 a child, a 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, and afternoon snack. Parents are responsible for providing a ready to eat lunch every day. As parents are providing lunch, Kid Connect is not responsible for meeting the daily nutritional needs of students. 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
- Pack a lunch for child every day
- Provide food from several food groups
- Consider peanut alternatives such as sunflower butter or almond butter

Don'ts:

- 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 not 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 the 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 an immunization 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:

- Completed Application
- Copy of Driver's Licenses of Guardians & Emergency Contacts
- 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)
- Health Care Professional Statement (signed by doctor)
- Financial Agreement form
- Program Day Options & Drop In form
- Facebook/Kid Connect Website Permission
- Behavior Management Policy
- Discipline and Guidance Policy
- Power Outage & Inclement Weather Policy and Procedure
- Snack Program Consent Form
- Wipes Consent, Sunscreen/Bug Spray, Water Activity Consent Form
- Parent Handbook Acknowledgment
- Registration Fee

A non-refundable registration fee is due at time of registration. Spots **will not** be held without the required registration deposit, which is due no later than the first day of school. The registration fee secures your child's spot in the program for the summer.

Registration/Supply Fee: \$100, (non-refundable)

We accept money orders, checks or credit cards. **Checks need to be made payable to "Grace Church -Plano" and will need to have your child's name in the memo line to ensure proper credit to your account.** 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 the 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”

	SUPPLY FEE	WEEKLY	MONTHLY
18 months-5 years	\$100	\$200	\$800

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 the Brightwheel parent portal.

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

HOLDING FEE

A nonrefundable holding fee of \$100 will be added to your account, by request, to hold your spot in the program if you are unable to attend for the month. The request has to be done before the 1st of each month. If a request isn’t made before the 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 the child returns to the program. The holding fee of \$100 for a spot in the Kid Connect program can only be done for 1 month. After 1 month of paying \$100 month, if you wish to continue to hold a spot in the program, the guardian must pay full tuition each month to hold a child's spot in the program. If the 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 a money order or payment by 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 a credit card or money order for your payments moving forward. 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 Kid Connect Director and give a **written 15 day notice**. You will also be given a Withdrawal Form from the office that will need to be filled out for your child's file. If there is no notification of withdrawal within 15 days of the last day in attendance, your child will be withdrawn from the program by the Kid Connect 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

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

CLASSROOM PLACEMENT

We maintain a low student-to-teacher ratio to ensure 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.

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, the child will be transported via ambulance to a local emergency room. In the event of a need to evacuate the premises, the child will be taken across the street to the administration building at: 5000 W. Parker Rd Plano, TX 75093 or if necessary to Prestonwood Church: 6801 W Park Blvd, Plano, TX 75093, which is 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 into. 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 the splash pad. These will be supervised times with staff. Parents will be notified in advance of when Splash Days will be scheduled.

FIELD TRIPS

Kid Connect Preschool 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. Parents must also adhere to the following procedures:

- Enter and Exit through the main Kid Connect doors only
- Kid Connect Staff performs daily health checks



- Wash yours and your child's hands
- Check your child in on the Brightwheel Kiosk located in the 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 every type of emergency drill (fire, tornado, lockdowns, evacuations) that is 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 breast milk in pre-filled bottles, we have refrigerators to 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**

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 additional 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. Kid Connect 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 mat 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 Rhinos 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, social media, and brochures. If you have a special situation (ex. foster children) and you would prefer that we not use pictures of your child, please make sure this is reflected on the appropriate form in your registration packet. 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 a Kid Connect or Grace Church sponsored program.



Emergency Telephone Number

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



"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity." -1 Timothy 4:12



Keeping Children Safe



Reporting Abuse and Neglect

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Call **1-800-252-5400** to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

Protecting Children

Shaken Baby Syndrome is the result of violently shaking young children. Injuries can include brain swelling and damage, subdural hemorrhaging, mental retardation and death.

NEVER SHAKE A BABY!

Sudden Infant Death Syndrome, or SIDS, is the unexplained death of a sleeping baby. Always place infants to sleep on their backs on a firm surface, free from soft items such as quilts, pillows or toys.



Unsafe Children's Products

Recalls of unsafe consumer products, including children's products, are available. It is easy and free to find out. Just go to the United States Consumer Product Safety Commission web site at www.cpsc.gov or you may access the recall information at the Texas Department of Family and Protective Services web site at www.dfps.state.tx.us.

Keeping Children Healthy

Protect children from illness and disease:

- Wash your hands and children's hands often.
- Immunize children.
- Keep ill children at home.
- Learn CPR and First Aid.
- Make sure that children drink plenty of water.
- Discuss special-care needs with caregivers.
- Learn more about childhood diabetes, which impairs a body's ability to regulate blood sugar levels, and other medical conditions from your child's health-care provider.



Texas Department of Family and Protective Services
www.dfps.state.tx.us

* Texas Family Code, Title 5, The Parent-Child Relationship and the Suit Affecting the Parent-Child Relationship, Subtitle E, Protection of the Child, Chapter 261, Investigation of Report of Child Abuse or Neglect, Subchapter B, Report of Abuse or Neglect; Immunities

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