



## Parent Handbook and Operation Policies

### OUR PHILOSOPHY

We are committed to providing safe, affordable, high-quality educational service for children living in the Katy community that is based on hands-on experiential learning. Kiddos of Katy is designed to foster self-esteem, self-confidence, independence, language and reasoning abilities necessary for effective social interaction. We emphasize the process of learning and discovery rather than the product. We encourage children to feel good about themselves as a result of their own achievements. No children at Kiddos of Katy will be excluded or disadvantaged because of ethnicity, culture or religion, home language, family background or gender.

### OUR GOAL

Our goal is to support children in their active exploration and to help them become self-confident, independent and inquisitive learners. When children investigate or observe their environment, ask questions, experiment, talk about their findings, and record them through drawings, recreate them with blocks or interpret them through dramatic play, they are learning to understand their world. Daily activities are designed to encourage children to act upon their environment. We provide an environment rich in materials to explore, manipulate and talk about. Children are guided to question, experiment, think and reason. No single area of development is stressed above another. Kiddos of Katy believes in fostering the growth of the whole child- emotionally, physically, socially and intellectually. Our program is play oriented. We believe "play is a child's work" and through play, children acquire the foundations for reading, writing and logical thinking. Each age group encompasses age-appropriate levels of growth and development in:

- language
- literacy
- physical development
- cognitive
- social and emotional skills
- Mathematics

**KIDDOS OF KATY, HOURS OF OPERATION ARE 6:00AM TO 6:00PM MONDAY To FRIDAY, JANUARY TO DECEMBER**

***The children remaining at school after 6:00 p.m. will be charged a late pick-up fee of \$20.00 for the first 5 minutes. After 6:05 pm, you will be charged an additional \$5.00 per minute for every minute until your child is picked up. Our staff will attempt to contact the parents first then will proceed to the listed emergency contacts to pick up the child. If we have not heard from you by 7:00 p.m. and cannot reach a designated person to be responsible for your child, we will contact the Child Protective Services to assume the responsibilities.***



### **Admission Requirements:**

- Registration fee, Supply fee & First week's Tuition
- Signed enrollment agreement
- Enrollment Application (with at least one emergency contact)
- Payment agreement
- Signed Discipline & Guidance Policy
- Copy of child's most recent Immunization records
- Physician Statement Signed by your child's Doctor
- Name of child's primary care provider and preferred Hospital
- Special needs statement
- Allergy sheet Action plan if needed
- Water Permission
- Field Trip permission
- School Age statement
- Transportation Agreement
- Photo Release
- 4-year-olds must have vision and hearing screening
- Photo ID for both parents, guardians, emergency contacts and any individual authorized to pick up

### **Daily Health Checks**

Every child will be required to undergo a visual health screen and temperature check before entering their classroom for the day. If a temperature, rash, red eye or colored drainage from the eyes, nose or ears are found your child will not be allowed to stay at school.

### **Signing children in and out of our care**

Upon enrollment, parents will be assigned access codes for the front door and check-in computer. These codes are only for you, the parents, and must be kept private to protect the safety of all Kiddos of Katy children (on the occasions of extended family picks-up we will allow them in the facility manually). Once you have entered the facility parents will use their access code to sign in and out at the front desk daily; we will set up your user profile upon enrollment. We keep these records for safety and childcare licensing requirements of all children in our care.

### **Release of Children**

Kiddos of Katy, will not release your child to any person that is not on your pre-approved pick-up list without prior written notice. Photo identification will be required for any person that employees of Kiddos of Katy does not yet recognize, before releasing your child. Relatives and/or friends who drop off or pickup intermittently will be asked to show identification and will sign in/out manually. IF an emergency arises and you need to have a person that is not on your pre-approved list, pick-up your child, you will need to speak to a member of the management team to inform them that you are emailing permission for the person to pick up. The email must include the first and last name, relationship to the child, and received by Kiddos of Katy before they arrive at the center.

### **Drop of time:**

Regular attendance and routines are important for the success of children's learning. Routines help to create



smoother transitions between home and school and routines can increase student confidence and comfort levels. We ask that children be dropped off by 9am for them to receive the best educational experiences. We will not except children after 10:00am due to the disruption of the lunch and nap time. If you will be dropping off after 9am because of an appointment, you must notify the school before 9am, so your child can be counted for lunch.

### **Children Dress Code**

Children should come dressed in comfortable, season-appropriate clothing that can get dirty, since some activities we do on a daily basis are messy. A spare change of clothes is required for all children in case of soiling of clothes. Children under the age of 3, and those who are potty-training require at least two changes of clothing (including socks). Closed Toe shoes are required to be worn at all times while at school, including naptime.

### **PARKING LOT SAFETY**

Please drive slowly and cautiously in our parking lot for the safety of our children and their parents. It is recommended that you hold your child's hand or carry them as you walk to your car. Please do not park in or block the Fire Lane, and be mindful of parking only in one marked space.

### **Kiddos of Katy will be closed the following holidays:**

Memorial Day – Good Friday- 4<sup>th</sup> of July – Labor Day – Thanksgivings and the Friday after – Christmas Eve and Christmas Day – New Year's Day – (we will be closed early on 12/31). We will be closed on Dec 26<sup>th</sup> if Christmas falls on Thursday. Any other holiday falling on Saturday will result on Friday closure. Holidays on Sunday will result in Monday closure. Kiddos reserves the right to modify our holiday schedule.

### **School Closure**

There will be **no credit given** for days when center is closed due to holidays, weather, emergencies, etc.

### **Absences**

Tuition is based upon enrollment. Make-up days and/or credit will not be given for absences (sick, holiday, emergency closings, etc.) ***Every time your child is absent for the whole week, your tuition is 50%. You are paying for the spot, not for the attendance.***

### **Vacation Credit**

Once your child has been enrolled at Kiddos of Katy for one year, you will be entitled to one week annually at no charge plus two weeks at 50 % off tuition. Vacation must be taken in full weeks' increments. No partial week credit will be given. A minimum of two weeks written notice must be given to qualify.

### **Termination of enrollment**

Without exception, a two weeks' notice must be given in writing of your child's withdrawal from Kiddos of Katy. Parents will be responsible for 2 weeks of tuition at 50%, if Kiddos of Katy has not been notified two weeks prior to your child's last day of attendance.

### **Meals**

Kiddos of Katy will provide breakfast to any child arriving before 8:30am, Lunch and an afternoon snack. The



menu will be posted in the lobby for your review and a copy will be given at the parent’s request. Kiddos of Katy is a NUT FREE school. If you chose to provide lunch or snacks for your child it must be nut free. Any kind of nuts, nut butters or if we are unsure if it contains nuts will not be giving to your child.

**Payment Agreement**

**Tuition / fees**

Tuition for the first week is due on or before your child first day. All tuition payments are due on Monday mornings, a \$20 late fee will be charged for payments received after Tuesday and \$5 per day thereafter. Payments may be made by check, money order, cash, debit or credit cards. **Credit card payments will have a fee.** (Weekly late fees will continue to accumulate until account is brought current). Kiddos of Katy will not accept a child after Tuesday if his/her tuition has not been paid. A \$25.00 service charge will be applied to all returned checks. After the first returned check, we will not accept more checks for your child’s tuition. **Kiddos of Katy reserves the right to change tuition fees and policies at any time, with a minimum two weeks’ notice.**

**Family Discount**

A 10% sibling discount will be applied to the oldest child enrolled in fulltime care with Kiddos of Katy when two children are enrolled. If a family with three children are enrolled in our full-time program the oldest will receive the 10% discount and the second oldest will receive a 5% discount. All other children are charged at the regular rate. There will be no discount for infants or school age children.

6 weeks – 12 months.....	\$285.00
12 months to 17 months.....	\$275.00
18 months to 23 months .....	\$265.00
24 months to 35 months.....	\$260.00
3 years to 5 years (not potty trained).....	\$250.00
3 years to 5 years (fully potty trained).....	\$240.00

**Schooler Fee Policies**

Before and after.....	\$ 125.00
After Only.....	\$ 110.00
Before Only.....	\$ 100.00
Early dismissal adds .....	\$ 10.00
Full day of care adds.....	\$ 25.00
Full week of care (During winter or summer breaks)..	\$ 240.00

**Registration**

Registration fee..... \$100

Registration fees are paid yearly at the beginning of the school year and it covers supply fees as well.

**Absences for Before & After School**

Parents are required to notify Kiddos of Katy by 2:00pm in the event that your child will not need to be picked up at their elementary school. This will avoid any delay caused by confusion regarding attendance. When we have to wait at school checking on a child it makes us late to the next school. If you fail to contact Kiddos of Katy you will be charged \$5.

- If your child needs to be transported to school in the mornings, please arrive before or at 7:20 a.m.
- It is the parents’ responsibility to notify their child’s elementary school that the child will be delivered



and/or picked up by Kiddos of Katy.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

**Vision and Hearing:** All students age 4 years and older, enrolled in our facility, must have vision and hearing test results on file.

### **Statement of Good Health**

All students are required to have a written statement, from a health-care professional who has examined the child within the past year, indicating the child is able to take part in the child-care program.

### **Health and Well Being**

If your child is ill, we ask that you make alternate arrangements for his/her care. Our primary concern is always the health and wellbeing of all children enrolled with Kiddos of Katy. We are unable to care for children who are sick. We ask that if your child exhibits any of the following symptoms, please keep them home until they are symptom-free for a minimum of 24 hours. If at any time throughout the day your child begins to display any of these symptoms, we will require them to be pick-up early from school. Each child attending Kiddos of Katy will be required to have their temperature checked upon arrival and periodically throughout the day as a condition of attendance.

### **Possible reasons of exclusion from school:**

- a. If an illness prevents the child from participating comfortably in child-care center activities including outdoor play
- b. If an illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
- c. Forehead or armpit temperature of 100 degrees or greater.
- d. behavior changes or any signs of symptoms or illness until medical evaluation determines that the child can be included in the center activities.
- e. Symptoms and signs of possible severe illness such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting, unexplained rash, mouth sores, wheezing, behavior change, or other unusual signs until medical evaluation determines that the child can be included in the center's activities.
- f. The child has been diagnosed with a communicable disease until medical evaluation determines when the child is no longer communicable and is able to participate in the center's activities.

If any of the above-mentioned symptoms should arise while your child is in our care, your child will be separated from the other children and a parent or guardian will be contacted and required to pick up the ill child. If you are not able to pick up your child within one hour, you will be required to make arrangements for someone else to pick up within the hour. Any child removed from the center due to illness must remain home from the center the following day and is free of all symptoms of illness for 24 hours or you have obtained a health care professional's statement that the child no longer has an excludable disease or condition. Children beginning an antibiotic regimen must not attend the center for the first 24 hours.

### **Administration of Medicine**

Medications will be administered to the child with written parental permission and as amended by a physician



(No over the counter medicines will be given, that does not have age-appropriate dosage for your child's age unless they come with a doctor's note). The medication log for the parents to sign-in is located at the front desk. Medications will be given twice daily, or according to the physician's request. Please give medications to the Director who will ensure proper storage. Please do not send medication in your child's bag or coat pocket or leave medication in your child's storage space. Do not take medication to the classroom. All medication must be in the original container labeled with the child's full name and the date brought to the operation. You are responsible for providing the proper dosage measuring device. We will not administer any medication that has expired.

### **Sunscreen and Insect Repellent**

Kiddos of Katy will not apply sunscreen or insect repellent at the school. Parents are welcome to apply the products before dropping off or stopping by during the day to apply.

### **What to Bring**

- Baby food and breast milk or formula
- baby bottles
- A complete set of extra clothes
- Diapers and wipes (as needed)
- diaper cream or ointment
- water bottle/sippy cup (labeled with child's first and last name)

### **Personal item such as toy's, jewelry, purses ECT.**

We understand that children want to bring their favorite toy, purses or wear their new necklace to school, however these items can cause serious disruptions in the class. For safety reasons children are not permitted to wear any type of necklace, lanyard or string around their neck. All necklaces and necklace type items will be removed at drop off. Please do not send your child with toys, large blankets, pillows ECT. Any item brought from home such as lunch boxes, backpacks & diaper bags should be clearly labeled with your child's first and last name. Please understand we are not responsible for lost or broken toys and unlabeled items.

### **Electronics and other electronic games**

Children are not permitted to have iPad, electronic games, headphones, musical devices or fidget spinners etc.... at our school. These items are expensive and accidents do happen. Also, it causes behavioral issues in the classroom. Kiddos of Katy is not liable for any damage to items your child may bring to the school.

### **Daily Arrival and Departure**

Your child must be accompanied by an adult to and from the reception area. The same escort needs to sign the child in/out of the computer. You are requested to designate any adults to pick up your child. Authorization forms are available. These completed forms will be kept in your child's file at the center. Please keep us informed of any changes to your authorized list. If you should request another adult to pick up your child, you must notify the center of the person's name, driver license number and relationship to the child. We will not release your child to anyone without identification.

### **Curriculum**

Kiddos of Katy uses a theme based, age-appropriate curriculum designed to address the specific needs of each



age and stage in a child's development. Our curriculum addresses goals in all areas of development (social-emotional, cognitive, language, literacy, mathematics and physical development). Daily schedules for each age group can be reviewed from the parent information board or you may request a copy from a member of the management team.

### **Daily physical activity**

Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space. Kiddos of Katy will ensure that each child receive a minimum of 60 minutes per day for outdoor play opportunities. If outdoor play becomes prohibited because of extreme weather-related conditions, each class will go to our indoor gross motor room to interact with the available materials such as, jump ropes, Hola hoops, balls and the virtual beam projector. Indoor gross motor and teacher lead activities to increase children's activity during the day will also be utilized.

### **Immunization Requirements for Children**

Each child enrolled or admitted to child-care centers must meet and continue to meet applicable immunization requirements specified by the Texas Department of State Health Services. This requirement applies to all children in care from birth to 14 years of age.

According to the American Academy of Pediatrics, children require frequent boosters and immunizations in early childhood. Although children may be current with required immunizations when they enroll, they can miss future required immunizations. Since the risk of vaccine preventable disease has increased in group settings, ensuring appropriate immunizations are given is an essential responsibility in child care. The current immunization requirements can be found at <http://www.immunizetexas.com>.

All children enrolling with Kiddos of Katy must have an up-to-date immunization record turned into management before the child's start date. If immunizations are behind, a note explaining why and when the next appointment is scheduled and signed by a physician is required before the start date. If new shots are required after enrollment and have not been gotten in a timely manner Kiddos of Katy will suspend services until the record is updated.

To claim an immunization exemption, an official notarized affidavit form developed and issued by the Department of State Health Services must be provided to Kiddos of Katy on or before your child's first day of attendance.

A child may be exempt from immunization requirements for a medical reason or reason of conscience, including a religious belief. To claim an exemption, the person applying for the child's admission must meet criteria specified by the Department of State Health Services.





For some diseases, a child who previously had a disease and is accordingly naturally immune from it may qualify for an exception to the immunization requirements for the disease. To claim this exception, the person applying for the child's admission must meet the criteria specified by the Department of State Health Services.

**Children Immunizations:** All enrolled children are expected to provide an updated copy of their shot records each time a new vaccine is received. Parents should request a copy from the doctor's office at the time of the visit to provide to our facility. In instances of parents choosing not to vaccinate, a state certificate must be provided to our office to satisfy the matter. Immunizations or the State Certificate of exemption must be received prior to your child's first day in care.

### **Behavioral Management**

Our teachers will only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction, which include at least of the following:

- a. -Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
- b. -Reminding a child of behavior expectations daily by using clear, positive statements.
- c. -Redirecting behavior using positive statements; and
- d. -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.

**Suspension and Expulsion:** We will make every effort and attempt to bridge, redirect and correct children's behavior to an acceptable level while in our care; however, in the event that we are unsuccessful in this attempt we will meet with the parents of the child and try to bridge the gap from home to school, working together to meet the needs of your child. IF all efforts fail and a child is hurting other students, staff or oneself KKLC will call parents to pick up child and restrict a child's attendance from KKLC for a predetermined length of time. If all attempts fail with any child, KKLC does reserve the right to request your child's immediate withdraw from Kiddos of Katy learning Center.

### **Termination of Enrollment by Kiddos of Katy**

We reserve the right to terminate enrollment at any time as a result of, but not limited to the following circumstances:

- a. -Non-payment of tuition
- b. -Abuse of children, staff, or property (student or parent)
- c. -Continued violations of Kiddos of Katy policies
- d. -Disruptive or dangerous behavior
- e. -Our inability to meet your child's needs

A decision to terminate enrollment will be based on whether it is in the best interest of the child, the other children, and/or the overall operation of the center. Every effort will be made to correct the problematic situation before a final decision is made.

### **Medical Emergencies**

Our priority is to keep your child safe while in our care. In the unlikely event of a medical emergency, the immediate needs of the child will be met by a staff member while another staff member initiates the Emergency Medical System (EMS). We will call 911, then notify you once medical treatment is in route. A staff





member will accompany your child if you are not readily available.

### **Emergency Consent**

In the event of an emergency, you are giving Kiddos of Katy permission to transport your child by ambulance and consent to any necessary examinations, anesthetics, and the advice of any physician or surgeon licensed to practice medicine in the State of Texas.

### **Notifications**

All parent information will be posted at the front desk area. Any changes at the center, field trips or other events will be posted at the front or emailed. Also check your child's personal storage for notes or artwork. Parents may set up an appointment with the Center Director to discuss any concern. Kiddos of Katy has an open-door policy. Parents are welcome to join their child or observe them in any activity.

### **Questions to our Director?**

If you need to review and discuss any question or concerns about the policies or procedures of our center, feel free to call us and schedule a conference with our director.

### **Reporting Suspected Child Abuse and Neglect**

By law it is our responsibility to report any suspected cases of child abuse. Our staff are required to have annual child abuse and neglect training to recognize the signs and symptoms of abuse and neglect and Flyers and information will be available and distributed to parents. We will be in contact with Child Care Licensing to assist us and receive technical assistance to prevent and respond to any case or warning sign of abuse or neglect. You can also report suspected abuse to the Abuse Hotline 1-800-252-5400 or contact the local licensing office at 713-940-3009 or at <https://www.txabusehotline.org/>. If anyone needs more information on child abuse and neglect, please ask to see the director and information will be provided.

### **Unscheduled Closings**

In case of severe weather or other dangerous conditions, the center may have to close. The closings will be in accordance with the decision announced on television or radio stations by the local school districts (Katy ISD). If the center is opened and is required to close early due to dangerous conditions, parents will be notified as to where and when to pick up their children. Please keep the center updated and informed with the correct contact numbers.

### **Fire and Emergency Drills**

A fire drill will be performed at least once a month. Severe weather drills will be performed at least once every three months. If you are at the center at the time of a drill or an emergency, you are requested to follow our procedures and evacuate the building immediately along with the children.

### **Animals**

Kiddos of Katy does not allow animals of any kind on the premises during and after operating hours. Consequently, no animals are to be brought through the center doors or allowed outside of your personal vehicle.



### **Water Activities**

Only water table play for sensory activities will be provided at Kiddos of Katy Learning Center.

**Breastfeeding:** Our facility supports that human milk is the best source of nutrition for infants, providing them with optimal health and development. We provide a comfortable place with a seat in our center that enables mothers to breastfeed their babies or parents are welcome to provide breast milk for their child while in care.

**Gang free Zone:** We want to inform you that under the Texas Penal Code, any area within 1000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

**Fire Arms and Weapons** Guns and knives are not allowed on the premises by anyone other than Law enforcement officials. Concealed carry permit holders must not bring their firearms of any kind concealed or openly carry. This is pursuant to the section in Texas minimum standards section 746.3707 Toys that explode or shoot are not allowed on the premises Such as: caps, BB guns, darts or fireworks. If these items are found on the bus, inside the classroom or in your child's belongings they will be taken away and a meeting will be held with the parents as to what will happen.

### **Smoke Free facility**

Smoking is not allowed in our facility, playground or parking lot by Staff, parents or any other persons that may be present with the family. This includes your car that is parked in our parking lot. If parents volunteer to help with a field trip they may not smoke on the bus or on the premises that the field trip is occurring. This applies to anyone that volunteers or works for the center.

**Emergency Procedures:** We will relocate our children to the far side of playground or parking lot. If an emergency situation develops (fire, explosion, toxic fumes, etc..) and it is determined that the building or premises are unsafe, your child(ren) will be transported to our nearest elementary school (Robert King Elementary School, located at 1901 Charlton House Ln, Katy. 77493).

Appropriate seat belts and child restraints will be used when transporting children under 24 months and children with disabilities and a log must be kept of children being transported to ensure all children have arrived safely at the destination.

Parents of children under 24 months and children with disabilities are responsible to provide car seat and booster seats to use in case of emergency evacuation. The above-mentioned children will be assisted by teachers and administrative staff members to ensure their safety. Non-Walking infants will be placed on our evacuation cribs to make the exiting process faster, safe, and smooth.

We will call all parents and post information on the door. We will use staff cell phones to contact 911. We will use all vans from all Kiddos of Katy locations and teacher's cars if it is necessary to transport children. Staff will be responsible to carry emergency and parents contact telephone numbers for each child in care and their daily attendance list. Once we relocate, our staff will take attendance of our kids every 10 minutes.

### **Infant Safe Sleep Policy: Safe sleep for infants:**



Parents can review information on safe sleep and reducing the risk of sudden infant death syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS) at: <http://www.healthvchildren.org/English/ages-stages/babv/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>SAFE SLEEP POLICY

All staff, substitute staff, and volunteers at Kiddos of Katy Learning Center, will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of sudden infant death syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional. Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full-size cribs. For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing. Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation. Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult. If an infant needs extra warmth inserts type of sleep clothing that will be used, such as sleepers or footed pajamas as an alternative to blankets. Place only one infant in a crib to sleep. Infants may use a pacifier during sleep. But the pacifier must *not be attached* to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk. If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's healthcare professional. Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e- cigarettes and any type of vaporizers.) Actively observe sleeping infants by sight and sound. If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position. Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally. Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.

**Transportation and Field Trips:** All parents of school-age children in our childcare must authorize the transportation of their child to and from school with permission via the admission form. Students are always required to wear their seat belt and stay seated until the driver tells them to unload. Children are not allowed to take items out of their bag, eat or drink while on the bus.

**Access to Review inspections and Minimum Standards Online:** Kiddos of Katy posts, on the bulletin board in the office, the latest Childcare License Inspection. Inspections and minimum standards can also be seen at the following DFPS website: [http://www.dfps.state.tx.us/Site\\_Map/websites.asp](http://www.dfps.state.tx.us/Site_Map/websites.asp)

[https://www.dfps.state.tx.us/child\\_care/search\\_texas\\_child\\_care/default.asp](https://www.dfps.state.tx.us/child_care/search_texas_child_care/default.asp)

The local Child Care licensing office is located at 1330 E. 40<sup>th</sup>, Houston, TX 77022 and can be reached at 713-287-3238.



The website for the Health and Human Services Commission in charge of childcare Licensing  
<https://www.hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing>

**Employees Vaccine-Preventable Diseases:** Employees are encouraged but not required to have any vaccinations.

**Policy Changes and Parent notifications**

All notifications of illness or injury will be phone calls to the parent and incident report for parents to review and sign. Notifications of upcoming events will be emailed to all parents, printed on our monthly calendar and on our parent board in the lobby. All infants will have a report sent home at the end of every day to update parents on feeding, sleeping, diapering and activities of the day.

For any policy changes within Kiddos of Katy Learning Center, we will e-mail you with a 2 week notice and post the information in our front office area.

**For any questions or to request more information please contact;**

Center Director  
24820 Franz Rd.  
Katy, TX 77493  
Phone: (346) 802-2573  
Fax: (346) 802-2574  
Kiddosofkaty@gmail.com

