Kingdom Builders Child Care
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www.kingdombuilderschristianacademy.org

Kingdom Builders Child Care and Christian Academy

Parent Handbook
2023-2024 School Year

Dr. Derrick F. Thomas, Director
Dr. Kwajalein Thomas, Owner

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services by following policies and practices of inclusion, integration and reasonable modifications unless we are unable to accommodate in a particular case.

Parents are welcome to come to the Director or owner with concerns if they feel that they or their child have been subjected to or believe they have witnessed unlawful discrimination or harassment. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washing-ton, DC 20250-9410 or call (800) 795- 3272 or (202) 720-6382 (TTY).

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of discipline and guidance that encourage self-esteem, self -control and self-direction, which include at least the following:

- Using praise and encouragement of positive behavior instead of focusing only upon acceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation or thinking time away from the group, when appropriate for the child's age and develop-mental stage, 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:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- 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 and 747, Sub-chapters L, Discipline and Guidance

NON-DISCRIMINATION STATEMENT

In compliance with federal and state law and U.S. Department of Agriculture policy, Kingdom Builders Child Care and Christian Academy is prohibited from discriminating based on race, color, national origin, sex, age, disability, or other protected classifications.

Kingdom Builders Child Care and Christian Academy provides an equal opportunity for individuals with disabilities to participate in the center's program and

MISSION AND BELIEF STATEMENTS

It is the mission of Kingdom Builders Child Care and Christian Academy to provide quality childcare for families of the local communities of San Antonio, in a nurturing environment that fosters developmentally appropriate growth.
These are the belief statements of the Board of Directors and our staff:

* Kingdom Builders Child Care and Christian Academy believes that each child is a gift from God and, therefore, staff continually strives to nurture the child and support the parent.
* Kingdom Builders Child Care and Christian Academy provides a safe and healthy environment for children, parents, and staff.
* Kingdom Builders Child Care and Christian Academy provides developmentally and age-appropriate activities for the physical, spiritual, emotional, and intellectual growth of each child.
* Kingdom Builders Child Care and Christian Academy presents and practices and models Christian values through, prayers, songs, Bible stories and special events.
* Kingdom Builders Child Care and Christian Academy has a professional staff that works together as a cohesive team by cooperating, communication and supporting each other to achieve individual and Center goals.
* Kingdom Builders Child Care and Christian Academy continually seeks to meet and exceed the criteria for a licensed and accredited agency.

KINGDOM BUILDERS CHILD CARE PHILOSOPHY

Our major emphasis is to help children discover their God-given qualities while providing a safe and nurturing environment conducive to learning and education.

As a Christian Child Care center, we teach compassion and respect for others and an awareness of others. We teach and practice Christian values through modeling, prayers, singing, and Bible stories. Spiritual concepts are woven into our curriculum and the daily activities within each

classroom. The children are taught daily about God's love for them.

We believe that children learn best in a play-oriented, hands-on environment in which each child develops school readiness skills at his or her own developmental level. Through play, children learn to socialize and communicate their thoughts and feelings to others. They also learn to organize, to problem-solve and to use their imaginations. The activities we provide give them many opportunities to develop their cognitive, social, emotional, physical and spiritual growth.

We believe that the family unit is the most important factor in a child's life. Therefore, building strong relationships with parents is very important to us and we take a partnership approach to child care. You are welcome at Kingdom Builders Child Care and Christian Academy at any time to share in your child's day.

KINGDOM BUILDERS CHRISTIAN ACADEMY PHILOSOPHY

Kingdom Builders Christian Academy offers an educational environment with morality and character building as its core, without compromising academic standards. It is our belief that education should begin, first, in the home and the Academy serves merely as an extension of the responsibility of the family to educate and train their children. It is our purpose, as a Christian Academy, to provide the opportunity for each student to come to know Jesus Christ as his or her personal Lord and Savior.

The curriculum at Kingdom Builders Christian Academy is selected with much prayer and research. As a "nurturing" Christian school, we seek to admit students of parents who will support the school's Mission and educational philosophy.

The director or any other staff of the facility will not subject children to any form of corporal punishment.

Kingdom Builders owner, director and staff will provide Verbal Guidance by:

- Speaking kindly to children
- Providing a positive verbal praise when interacting with children.
- Giving clear instructions.
- Avoid making comparisons between children.
- Giving positive directions and suggestions
- Model Christian values.
- Promoting positive self-esteem.

Kingdom Builders owner, director and staff will provide Behavioral Guidance by:

- Supervising children for all activities (indoor, outdoor, and fieldtrips)
- Planning developmentally appropriate classroom activities.
- Ensuring that children know the consequences for inappropriate behavior.
- Providing consistency in discipline practices.
- Ensuring that teachers and staff will be positive role models
- Giving children choices.
- Knowing and understanding the mental and emotional needs of the children.
- Using positive redirection immediately following physical aggression, hitting with objects, kicking, or biting.

Kingdom Builders will comply with Texas Discipline and Guidance Policy from the Minimum Standard Rules for Licensed Child-Care Centers:

Discipline must be:

- Individualized and consistent for each child;
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods

We believe in an "Open-Door" philosophy. At any time parents may review and discuss with the director or owner any questions or concerns about the policies and procedures of KBCC & KBCA. We welcome and encourage parents to visit their children during the day.

Parents are welcome to join your child on field trips. Prior notice will be given.

If you have any special talents, exciting hobbies, or professions that you would like to share with us, please talk with the Director or Owner.

DIAPERING

Diapers must be checked every 1 1/2 hours for infants and young toddlers. Pull-ups are checked approximately every 2 hours for toddlers. Parents must provide an adequate amount of diapers and Pull-ups. You will be at ease to know your child is changed when soiled. **BABY POWDERS WILL NOT BE TOLERATED AT THIS PROGRAM!** If a medicated cream is necessary, bring in a doctor's note for application and sign a medication authorization form.

TOILET-TRAINING

We will "assist young children with their toileting skills." Toileting is mastered when the child is ready. This generally occurs around 2, maybe a few months earlier or later, because each child differs, this may vary! Toileting is another child developmental milestone and as with all stages of development, it cannot be forced. Toileting is a step towards independence. We need to be there to assist, NOT INSIST. We let the child decide when she/he is ready. However, we do not relate "toilet learning" to being a "big boy" or "big girl." We believe in encouragement throughout the process.

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

The guidelines for discipline are to foster and teach children to be independent, self-monitors of their behavior that walk in love. This will be achieved through behavior guidelines provided by teachers and staff.

OUR STAFF

Kingdom Builders Staff consists of Director, Owner, Office Manager, Teachers, After School Caregivers, Floaters, Van Drivers and Volunteers.
All members of our staff are qualified and are experienced in child development. Pre-employment back-ground screening and FBI fingerprinting is conducted on every member of our staff. In addition, they participate in various training opportunities each year in the areas of child development, nutrition, age appropriate activities and discipline. These qualifications enable us to offer the highest quality programs available.

Kingdom Builders staff members are NOT required to receive an influenza or COVID vaccine; no other immunizations are required by our center.

When the Owner and Director are off campus the Office Manager is the point of contact.

NON-DISCRIMINATION STATEMENT

In compliance with federal and state law and U.S. Department of Agriculture policy, Kingdom Builders Child Care and Christian Academy is prohibited from discriminating based on ethnicity, national origin, sex, age, disability, or other protected classifications.

CONFIDENTIALITY

Information received from parents on enrollment forms is available, to our staff only, on a need to know basis.

Kingdom Builders Child Care and Christian Academy employees respect the confidentiality of written, verbal and observed information. Information regarding an individual child is shared with parents privately, by the Director or Owner.

A parent is permitted to review records or medical logs containing information concerning their child, upon request.

HOURS OF OPERATION

The hours of operation of Kingdom Builders are 6:30 AM - 5:30 PM Monday through Friday. Office hours are 9:00 AM - 3:00 PM Monday through Friday.

CELL PHONE/IPOD DEVICES

The uses of cell phones, IPods and other electronic devices, are not permitted during drop off or pick up. This is to allow your child to say their good byes as well as share their day with you. Additionally, this is to allow the KBCC & KBCA staff to communicate information regarding your child, without interruption, as needed.

ENROLLMENT PROCEDURES

Parents may secure applications from the center during business hours. Office hours are 9:00 AM to 3:00 PM

- The childcare packet must be returned to the center NO LATER THAN NOON THE THURSDAY prior to the first day of attendance, by appointment.
- Parents are required to have a current health statement (admission form) and up to date immunization record on their child no later than the first day of care.
- Parents and children are required to visit the center before enrollment.
- Parents are required to have a pre-enrollment conference with the owner or designee prior to the child's first day of enrollment (child must also be apart of the conference). During the pre-enrollment conference, parents are encouraged to share information about their child, voice their expectations of the program and ask questions.
- It is the responsibility of the parent to report to the child-care office any changes of address, telephone numbers (home, cell or work), emergency contact person (s) and medical information.

wearing appropriate clothing. Socks and tennis shoes (or sturdy closed toed shoes) need to be worn. You will be notified if your child is in violation. Inappropriate clothing may inhibit your child from participating in certain activities, (i.e.: a child may be sitting out from playground play if appropriate close-toed shoes are not worn).

BREASTFEEDING PROVISIONS

Breastfeeding mothers may provide breast milk or have the right to breastfeed your infant while in care. A comfortable area is available upon request.

MEALS

All children **MUST** bring their lunch. Their lunch **MUST** arrive with them at morning drop-off/check-in.
All parents understand that they are providing their child's lunches and in some cases snacks from home; and understands that Kingdom Builders is NOT responsible for its nutritional value or for meeting the child's daily food needs.
KBCC will provide Breakfast, AM Snack & PM Snack.

Kingdom Builders does not heat or reheat lunches. A compact thermal food container is permitted to keep your child's lunch warm.

All children must be checked in and seated no later than 7:30am (based on the clock in the classroom) in order to be served breakfast! No Exceptions!

NAP/REST TIME

All children in care are required to rest quietly each day. Naptime is scheduled following lunch.

PARENT INVOLVEMENT

The relationship between parents and teachers is very important. Children in our care are special to all of us, and their well-being is our primary concern. There is so much that we can learn from each other through open communication. If you have any questions or concerns regarding your child or our program at any time, please do not hesitate to ask for a conference.

to vigorous active play each day.
School age children who are only in attendance after-school will participate in a minimum of 30 minutes of moderate to vigorous active play each day. Opportunities for active play may overlap with outdoor play when weather permits.
Center will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities such as running, climbing, dancing, skipping, and jumping to the extent of their abilities.
All children will participate each day in:
Two occasions of active play outdoors when weather permits.
Two or more structured or teacher-led activities or games that promote movement over the course of the day.
Continuous opportunities to develop and practice age-appropriate gross motor and movement skills
Physical activity may take place in the classroom or on the playground when weather permits.

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.
Examples of appropriate clothing/footwear include:
Gym shoes or a sturdy shoe equivalent.
Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.
Examples of inappropriate clothing/footwear include:
Footwear that can come off while running or that provide insufficient support for climbing.
Clothing that can catch on playground equipment, such as those with drawstrings or loops.

TOYS AND MATERIALS

All toys and materials should be left at home. If you have something to share, which you believe will benefit all the children educationally, please contact the Director or Owner for prior approval.

DRESS CODE

Your child is expected to arrive well-groomed and

ENROLLMENT

New Student Requirements

Kingdom Builders Child Care & Christian Academy admits students of any race, color, religious creed, national or ethnic origin to all the rights, privileges, programs, and activities generally offered to students at the school. It does not discriminate on the basis of sex, race, color, religious preference, national or ethnic origin in the administration of its educational policies, admission policies or any other school-administered activities.

Every applicant deserves serious consideration as a potential recipient of the benefits of Christian education offered by Kingdom Builders Child Care & Christian Academy. Yet, our commitment to a high level of achievement and academic success through our A Beka curriculum, low student-teacher ratios and positive class management, essentially affords us the opportunity to offer top-tier, quality education. Therefore, in consideration of new applicants, Kingdom Builders Child Care & Christian Academy strives to enroll students who have the ability to complete our academic program successfully.

Admission Requirements

All applicants must comply with the following requirements:

- Provide a record of good behavior and prior school attendance.
- Provide a complete application including a previous report card, official transcripts, recommendations, current health records.
- Be willing for your child to receive a Christian education, which may lead the child to a personal experience with Jesus Christ.

Be willing for your child to comply with the academic, moral, and behavioral standards of Kingdom Builders and cooperate with the teachers and administrators to implement these components of their academic and spiritual education.

Student Enrollment is based on the following:

Infant:
- 8 weeks through 17 months old.

Toddler:
- Two (2) and three (3) year-olds AND
- Age-appropriate behavior and actively toilet-training

Pre-K:
- Three (3) and four (4) year-olds AND
- Mastery of most appropriate age level skills.

K-5:
- Age four (4) or five (5) AND by September 1st AND
- Mastery of most appropriate age and grade level skills.
- Evidence of positive character, respect for authority and self f-discipline.
- Recommendations from previous school officials.

CONTRACTS AND SCHEDULES

Parents schedule the times when childcare is needed by completing and signing a contract. A contract for each child is completed upon enrollment of the child and renewed each August.

Contracts are considered binding unless changed by a parent at any time during the year. A two-week written notice is required for voluntarily withdrawal from the center. Contracts are accepted for full time and school age care.

Parents are asked to call the office by 9:00 am if your child will be late or will be absent for the day. If a child has not arrived by 8:00 am and we have not been notified, your child could be denied care for that day.

Because staffing is based on contracted hours, parents are asked to submit requests for extra time or notify the Owner or Office Manager of time off at least two weeks prior to the change in their child's schedule.

If your child needs to deviate from his or her current contracted time for any reason, whether the change is

TRANSPORTATION

Kingdom Builders will transport your child in accordance to per-mission given by parents on enrollment form. If your child needs a passenger restraint seat, please leave it at the child-care center upon arrival.

SUBSITITUTES

When a substitute is scheduled, you will be notified with sufficient notice…unless it is an emergency, or a teacher was not able to make it in the morning of care. If you are interested in volunteering in one of our rooms, please notify the Director or owner.

WEATHER

Cold Weather = between 36-40 F, including the wind chill factors, outdoor activities may continue provided children have adequate clothing.

Hot weather = between 90-95, outdoor activities will continue; 95-100, continue outdoor activities in shaded areas. Any temperatures over 100, children need to come indoors.

This center strongly believes and supports the need for physical activity each day.

PROMOTION OF INDOOR AND OUTDOOR PHYSICAL ACTIVITY

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brains physiology.

Infants will be given opportunities for physical activity, including supervised tummy time.

Toddler age children will participate in a minimum of 60 minutes of moderate to vigorous active play each day.

Preschool and Pre-Kindergarten children will participate in a minimum of 90 minutes of moderate to vigorous play each day.

School age children who are in attendance for a full day will participate in a minimum of 90 minutes of moderate

children. We will increase employee and parent awareness of issues regarding and awareness of prevention techniques child abuse and neglect by posting "Keeping Children Safe" posters in English and Spanish. We will also post on our Parent and Staff Info boards information from the DFPS website "It's Up to You! Preventing Child Abuse & Neglect" and urge staff, parents and others to visit the site (www.dfps.state.tx.us/itsuptoyou/default.asp) also.
The strategy for coordination between Kingdom Builders Child Care and Christian Academy and appropriate community organizations will always be through and upon advisement of the Department of Family and Protective Services and our current Child Care Licensing Representative.
For assistance and intervention, parents and others can contact DFPS 1-800-252-5400 or 1-800-4-A-CHILD or online at www.txabusehotline.org.

MEDICATIONS

We will not administer any **prescription or OTC** medication, including aspirin or cough drops/syrup, without a doctor's written authorization. Ensure you have a list of medications your child will be using (unforeseen allergies, etc.) signed by the physician and updated annually in your child's records.
For prescription drugs, the container should be clearly labeled with the child's name, name of the medicine, dosage, administration frequency, and the name and telephone number of the child's physician. The medication must be in the original container as dispensed by the pharmacist.
Non-prescription medicine will be administered according to written directions on the doctor's written permission and on the bottle.

FIELD TRIPS

We will ensure the safety of all children on field trips or excursions. We will notify the parent of each child who will be on the field trip, indicating when and where the child will be going, and when the child is expected to return to the childcare center. We will make sure there is adequate staff attending the field trip as required by Child/Caregiver Ratios and Group Sizes of minimum Standard.

permanent or temporary, please notify the Owner or Office Manager.
If an emergency arises and you need to vary your child's schedule during the day, please contact the Owner or Office Manager.

TUITION

Class	Weekly Rate	Monthly Rate
Infants	$228.00	$912/$1,140
Toddlers	$208 toilet-trained	$832/$1,104
	$218 not toilet-trained	$872/$1,090
Pre-school	$208	$832/$1,104
Academy (K5)	$208	$832/$1,104
Before School Care		$70 monthly
After School Care		$100 monthly
Before & After School Care		$130 monthly
Toddler & Preschool A Beka Book Fee		$75 annually
K5 A Beka Book Fee		$275 annually

PAYMENT OF TUITION

Payment of tuition is due and payable in advance on Friday of each week (Infant through K5). Tuition may be made in **weekly, bi-weekly** or **monthly** increments. All accounts must remain paid two weeks in advance. Tuition is required if your child attends or does not attend, as long as your child is enrolled in Kingdom Builders Child Care and Christian Academy.

Electronic invoices are sent to parents email addresses and must be paid online.

Credit card payments will only be accepted in the office during office hours. Otherwise, credit card payments must be made online through electronic invoicing system. NO CASH, CHECK OR MONEY ORDER PAYMENTS ARE ACCEPTED.

When a child is absent for any reason, parents/guardians are responsible for the full tuition as contracted. Tuition reserves your child's space at Kingdom Builders Child Care and Christian Academy, even when your child is not in attendance. Families are responsible for payment of fees on any holiday that their child is contracted for care even if the

Center is closed. Parents are notified of the holidays Kingdom Builders Child Care and Christian Academy will be closed at the beginning of each year and at enrollment.
Tuition is considered past due at the close of business on Friday of each week. Any family not making a tuition payment for a given week by Friday evening is assessed a late payment penalty of $25.00 per day with a maximum of 3 days, childcare will be discontinued until full payment is received.

Any family receiving subsidized childcare through the CCDS is responsible for notifying the Administrative Office of any changes in tuition. The parent co-pay of the childcare tuition is due at the beginning of each month. You are responsible to pay the difference in tuition that CCDS does not pay.

A notice of 30 days is given to parents for any increase of fees. Parents are notified of tuition upon enrollment and annually when they complete new contracts. We reserve the right to increase the rates of childcare on a yearly basis.

DISCOUNTED FEES/VACATION

Tuition for children absent for two weeks or more is discounted 50%, with two weeks advance written notice.
For example: Tuition for a child absent for two weeks will equal one week's tuition.
Tuition for a child absent for a month will equal two week's tuition. *Based on current tuition rates.

ADDITIONAL FEES

A $100.00 annual registration fee is assessed for each family upon acceptance or re-enrollment into the program. This non-refundable fee does not apply to weekly fees or to previously-enrolled school age children who are returning for the Summer Program. Registration fees are paid on a yearly basis.
Parents are responsible for charges incurred for field trip transportation and admission costs or cost related to special events. Parents are notified in advance of these charges
Parents are responsible for fees related to services provided by an outside contractor, including individual portraits but not limited to.

abilities, parents must indicate the needs on the Admissions Information or the Health Statement from the child's physician, stating the child's special health condition and procedures for handling issues.

If special health precautions, including, but not limited to inhalers, nebulizer treatments, Epi-Pen injections, are prescribed and needed during care, we will work with the child, parents and the child's physician on an individual basis. **We do not administer any special medical procedures for which we are not trained.**

INJURIES/ACCIDENTS

Every attempt will be made to ensure that children are kept in a safe environment. In the event of a serious accident, you will be contacted. If you or your emergency contact person is unable to be reached, emergency actions and/or whatever means is necessary will be taken in order to provide the best care for the health of your child. All incidents and accidents will be documented on an accident report for your signature.
In case of a major emergency, we will call 911, attend to your child, and then notify you as soon as possible. If a parent is not available, other family or friends on your enrollment form will be notified.
Your child will be taken to the hospital, which you have designated on the enrollment form, if that becomes necessary.

IT IS INCUMBENT UPON YOU TO CHECK WITH THE HOSPITAL EMERGENCY ROOM TO FIND OUT WHAT KIND OF FORMS ARE REQUIRED TO BE ON FILE FOR TREATMENT IN CASE OF PARENTAL ABSENCE.

SUSPECTED CHILD ABUSE/NEGLECT

If any of our staff suspects a child has possibly been abused and/or neglected, this will be reported to the director. The proper authorities will investigate incidents.

It is the law to report any allegations for suspected child abuse and/or neglect to proper authorities.

Our staff is trained annually on abuse and neglect of

- yellowish skin or eyes
- Rash
- Lice

contagious illness of any sort; and/or too ill to participate in daily activities.

Any child or any one who resides in their home who tests positive for COVID-19 MUST stay home for five days and after the five days they must produce a negative COVID test, which must have been taken within the last 24 hours upon return to care. In addition, if they choose to return after the five days; they must wear masks for five days while in care at the center. Or as directed by San Antonio Metropolitan Health District at that time.

WE WILL NOT ACCEPT ANY CHILD IF ANY OF THE LISTED SYMPTOMS ARE PRESENT OR HAVE BEEN PRESENT WITHIN THE LAST 24 HOURS. IF A PARENT/GUARDIAN KNOWINGLY DROPS OFF AN ILL CHILD THEIR CONTRACT WILL BE TERMINATED IMMEDIATELY AND THE CHILD WILL BE WITHDRAN FROM CARE AT KB AS IT PUTS ALL THE CHILDREN AND STAFF OF KB AT RISK.

If a child displays any of the above symptoms while in care, he/she will be removed from the group. The parent or authorized adult will be notified to pick up the child. Parents/authorized adults have **ONE HOUR** from time of notification to pick up the child and may not return to care for a minimum of 24 hours from the time the child is signed out or an occurrence of any noted illness.
Unless circumstances make it impossible or strict adherence to parental instructions would result in a life-threatening situation, medical emergencies will be handled as agreed to by the parents on the Emergency Medical Release Form. 911 will be called and the child transported to Christus Santa Rosa Hospital-Westover Hills @ 151, 11212 TX-151 78251, as mentioned on the Emergency Medical Release Form.

SPECIAL HEALTH CARE NEEDS

If a child has medical conditions requiring special health care needs, including any physical, social or cognitive dis-

Any family varying the hours of their contract by fifteen minutes either before or after the contracted time is assessed a $15.00 fee for each occurrence. Staff schedules are based on children's contracted times; therefore, it is imperative that families adhere to their contract to maintain staff-child ratios. To avoid this fee, parents are asked to request to change their contracted time; a new contract will be put in place.
If a child is not picked up by 6:00 pm, late fees will be assessed as stated below. In accordance with our child care license, children cannot be in attendance after 6:30 pm. We reserve the right to call Child Protective Services after 6:30 pm.

Late Departure

A fee will be charged if your child is picked up after operating hours. If your child is in care past 6:00 p.m., the following penalty will be accessed.

TIME SURCHARGE

6:01- 6:05 $ 10.00
6:06- 6:10 $ 20.00
6:11- 6:15 $ 25.00
6:16- 6:20 $ 30.00
6:21- 6:25 $ 35.00
6:26- 6:30 $ 40.00

***** Phone calls to notify of late arrival will not exempt a late penalty charge. Accounts will be billed.*****

Delinquent Accounts

All unpaid accounts will be turned over to a collection agency. Parents will be notified prior to this procedure. Any balances left unsettled will be sent to the District Attorney's Office after 30 days.

SCHOOL CLOSURES

The center will be closed on the following days:
Sep. 04, 2023: Labor Day
Oct 9, 2023: Columbus Day
Nov 10, 2023: Veterans Day Observed
Nov 23 & 24, 2023: Thanksgiving Break
Dec 25 - Jan 2, 2024: Christmas/New Year Break
(Return January 3, 2024)
Jan 15, 2024: M L King Day

Feb 19, 2024: Presidents' Day
Mar 11-15, 2024: Spring Break
Mar 29, 2024: Good Friday
Apr 26, 2024: Battle of Flowers
May 27, 2024: Memorial Day
Jun 10 - 14, 2024: Staff Development
Jun 19, 2024: Juneteenth
Jul 04 - 05, 2024: Independence Day Observed
August 19 - 23, 2024: Staff Development

Dates are subject to change; changes will be notated on the parent bulletin board or in the information area in the Administrative office.

GENERAL PARENT INFORMATION

The parent bulletin board is located outside the front door of the main building.

A copy of the weekly menu is posted on this board, as well as information relating to parenting, to workshops and family activities in the San Antonio surrounding areas.

Information of any illness currently occurring at the Center is posted on the board as well. For the health of all children and staff, we do not provide care for sick children. Please refer to the Illness Policy regarding exclusions for illness.

WITHDRAWAL POLICY

If a parent decides to withdraw from the program, a two-week written notice is required. Any parent failing to do so, will be charged their normal tuition rate for two weeks. All balances will be sent to the District Attorney's office after 30 days of the last day the child attends the program.

TRIAL PERIOD

If at any time during your child's enrollment, the teacher, director, and/or owner believes that this program does not meet the needs of the child or family in any way, the parent (s) will not be responsible for further payments, and childcare services will terminate immediately.
Reasons for **immediate** possible termination of ser-

immunization records by providing the name, address and telephone number of the public school of attendance.

TUBERCULIN REQUIREMENTS

TB testing is currently not required in Bexar County. If the Texas Department of Health Services or Metro Health requires tuberculosis testing for children enrolled in a childcare center, then you must have documentation to indicate that your child is free of active tuberculosis.

HEARING AND VISION SCREENING

Texas Health and Safety requires a screening or a professional examination for possible vision and hearing problems of children for children of certain ages and grades. A signed statement from the parent must be on file that the child has screening records and are current and on file at the pre-kindergarten program or school, the child attends away from the center. The statement must be dated and include the name, address, and telephone number of the pre-kindergarten program or school. If obtaining the hearing or vision screenings conflicts with practices of a church or religious denomination of which the affiant is an adherent or member, an affidavit must be on file.

ILLNESS

Children who have exhibited any symptoms of infectious illness WITHIN 24 HOURS PRIOR TO ARRIVING AT THE PROGRAM are likely to be contagious and should remain at home. Examples of associated symptoms include, but are not limited to:

- fever of 99.6
- nausea or vomiting
- diarrhea; sore throat
- loss of voice
- hacking or continuous coughing
- rapid breathing or labored breathing
- severe cold
- stiff neck
- runny nose (yellow or green discharge)
- draining eyes or ears

increased penalty under Texas law. The specific locations include childcare centers. The gang-free zone is within 1000 feet of a childcare center. For more in-formation about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

EMERGENCY EVACUATION

In case of an emergency the first responsibility for staff is to move the children to a safe location. Caregivers in each room at the time of the emergency will gather children and proceed to the parking lot. The director or designee will carry the emergency contact information and authorization for emergency medical care for each child in the emergency folder kept on the gate in the enclosed play area. The caregivers will carry their attendance sheets for their class. **The alternate shelter will be the Walmart Supercenter at 11210 Potranco Rd, San Antonio, TX 78253.**

The children will be transported in staff's personal vehicles, if necessary. Each caregiver will have a cellular phone. Once at alternate shelter, a name to face count of the children will be done by staff before exiting vehicles. The emergency contact number will be 210-290-4560.
We will communicate with local authorities, Licensing and the parents with cell phone. Parents will be notified that we have left the center and are at the alternate shelter. **The alternate shelter is the Walmart Supercenter at 11210 Potranco Rd, San Antonio, TX 78253**

Monthly fire drills and quarterly severe weather drills are performed to ensure that the staff and children are prepared in case of those types of emergencies.

IMMUNIZATIONS

Immunizations must be up to date, as per requirements by Texas Health Department to include a medical health statement signed by child's physician and a vision and hearing screening for four (4) yr. olds.

School-age children attending a public school to include Pre-K are exempt from submitting

vices are as follows:

- If a child is having an extremely difficult time adjusting to his/her, parent leaving or is making it difficult for the teacher to properly care for the other children.
- If a child exhibits severe emotional or social problems that are detrimental to the other children in care.
- If a child is prone to destructive behaviors that result in constant, severe, or recurrent damage to others, the center, or its contents.
- If a parent abuses the policies and procedures set forth in the parent handbook.

When Kingdom Builders Child Care and Christian Academy cannot reasonably accommodate the special needs of a child without undue hardship or with current staffing patterns, parents are contacted to discuss the concern.

COMPLAINTS/GRIEVANCES

Complaints should not be discussed around the children, other parents or KBCC/KBCA staff. If there is a problem, it should be referred to the owner, director or office manager for help with a resolution.

If neither is available and the situation warrant immediate attention:

The Licensing Department, Inspection Report and Important Phone numbers:
You may obtain information about licensing standards, procedures, or this programs most current inspection report by calling 210-335-2004 or by visiting the website:
http://www.dfps.state.tx.us

Other important numbers:
Child Abuse Hotline: 1-800-252-5400
Poison Control Center: 1-800-764-7661

We also have a copy of the current licensing standards and inspection report for this program, if you would like to review them here!

Parents will be notified of any changes to the operational policies and given a new handbook.

SAFE ARRIVAL AND DEPARTURE POLICY

Staff must sign children in upon arrival and out upon departure. If an individual other than those on authorized list is picking up the child, the parent must give written notice to administration and the child's teacher prior to anticipated pick up. The individual must show government issued identification, such as driver's license, prior to departing with the child.

To prevent unnecessary accidents, parents are asked to take their child/children directly to their class upon entering the building or to the designated area for students arriving. Parents or adults must accompany students leaving the building from the class to the vehicle. **DO NOT ALLOW** your child the freedom to run or roam the building, classrooms or hallway. We will not be held liable for accidents, incidents or injuries that may occur to children who are not under the direct care of the staff. When children are signed out and released from the class to parents/guardians, they are no longer under the care of the center staff.

ARRIVAL AND DEPARTURE / RELEASE OF CHILDREN / CHILDREN LEFT AFTER HOURS:

All students must arrive by **7:45 am** with the exception of the infants who need to arrive by their scheduled time but no later than **8:00 am** unless they have a scheduled doctor or dental appointment. Please ensure your child brings in a doctor's note. Whether routine or illness related appointment. Every day each child will receive a well-child check upon arrival.

If activities are taking place, please be brief with drop off as to not be disruptive to the classroom learning activities taking place at that time.

Children may be released to people listed on the emergency contact list, with prior permission from the parent.

Children left after hours may not be taken home with employees, unless an employee has been authorized

to pick up your child and it is included on your enrollment paperwork. Every attempt will be made to contact parents and emergency contacts. If no designee can be located, the police department will be contacted and given the name of the parent/guardian. If the child is released to authorities for temporary care, and the center is closed, a note will be left on the front door advising the parent of the situation.

Parents/guardians abusing closing policy may be subject to immediate termination from the program.

RELEASING CHILDREN TO APPARENTLY INTOXICATED PARENTS

If the individual authorized to pick up the child appears to be intoxicated and intends to operate a motor vehicle to transport the child, staff will ask if there is someone else who is present and in a better condition to drive.

Staff will release the child (ren) only if another person who does not appear to be intoxicated agrees to drive. If there is no other person, we will offer to call someone else to come and drive you and your child (ren) home.

Should the person refuse to have the child (ren) driven home by someone who is not under the influence of alcohol, and then staff are mandated to immediately call the police department.

The following reporting procedures will be applied:

*Report to the police department

*Report to child protective services (CPS)

*Fill out an incident report and report to TDFPS within 24 hrs.

SPEED/SAFETY

For the safety of our children, parents and visitors, the maximum speed limit is 2 miles per hour, on the KBCC & KBCA campus. Also, refrain from reviving-up vehicle engines, while on campus.

GANG FREE ZONE

Kingdom Builders is located in a GANG FREE ZONE. A gang-free zone is designated area around a specific location where prohibit-ed gang related activity is subject to