

# Kids Size World Child Care

*Also known as Kuk Sool Won Child Care*

## 281-428-4930

**Our goal** is to honor your role as parent and to partner with you in the development of your child. We will strive daily to find fun and creative ways to stimulate them physically and mentally with a variety of programs.

**It is very important to us that you call if your child will be absent. If we do not receive a call by 2pm there will be a \$10 fee.**

**Holiday Schedule: days we will not be providing child care.**

New Year's Day – Memorial Day – July 4<sup>th</sup> – Labor Day – Good Friday

\*Thanksgiving Day & the day after

Christmas Eve & Christmas Day

\*If the holiday falls on a Saturday we will close on Friday

\*If the holiday falls on a Sunday we will close on Monday

**Registration & Tuition:**

Enrollment is very simple, fill out our package, completely pay registration and 1<sup>st</sup> weeks dues and we are good to go.

**Before & After School program registration** is \$55

Weekly amount for Before & After \$105.00

Weekly amount for After \$ 80.00

Weekly amount for Before \$ .00

**Summer Camp: \$55.00 Registration\$ \_\_\_\_\_ Weekly Tuition**

**Prices are subject to change**

**Holiday payments:** Example if your child does not come the week(s) of Christmas vacation You are still expected to pay. The staff will be here from 6am (subject to change) to 6:30pm regardless and they still need to be paid. Remember this does balance out because of early release, teacher workdays and spring break we are here for you at **NO extra charge**.

**Summer Vacation:** Vacations that you take during the summer, to reserve your child's place in our school you are required to give **us two weeks written notice** and **pay half price** for up to two weeks for one summer.

**Hours of Operation:** After school 3pm-6:30, Early release (time of release till 6:30pm). Holidays & Summer 6:00am - 6:30pm

Days & Months of Operation: Monday- Friday, January – December

**After 6:30pm you will be considered late unless you make special arrangements.**

**Late Pick-up Fee:** Anyone 10 or more minutes late will be charged a \$5.00 late pick up fee, and \$1.00 for every minute after that. The digital clock at the signing table designated for signing in and out will be the clock to determine this.

**Cancellations:** When you are going to pull your child from the program you must submit in writing date of withdrawal. **We must have two-week notice. All Monies are non refundable.**

**Tuition & Fees:** Is debited every Monday (not limited to) by our billing company Zen Planner reserves the right to add the following fees to customer account balance should any of the following occur. Re-clear customer check and/or EFT draft-**five dollars**, unpaid EFT draft -**fifteen dollars**, declined credit card debit-**fifteen dollars**, unpaid credit card charge back-**twenty-five dollars**, unpaid customer check-**fifteen dollars**. Scheduled payments received more than ten (10) days after the due date are assessed a late fee: scheduled payment amount less than twenty-five dollars- **five dollars**, schedule payment amount twenty-five dollars or more –ten dollars. Subject to appropriate state and federal law.

***After School Transportation*** we will pick-up the children from their school.

**Discipline:** The use of physical punishment or harsh language is prohibited at our facility by any of our employees. Discipline consists of positive guidance techniques and if necessary, time out. Time out is limited to one minute per age of the child. Because of the emphasis on Martial Arts etiquette, push-ups will also be used, within reason, as deemed necessary by the disciplinarian.

If the care giver feels the offense of the child is serious enough, the caregiver will write up the incident and all concerned will sign it and a copy will go to the parent in the child's file. For minor infractions they will written up, after three times we will be ask for a parent conference.

If at any time we do not feel the child will comply with our rules, we will have to suspend or release him/her from the program. No minimum write-ups required.

**Procedure for release of children:** If a person other than those listed on the pick-up form is going to pick up your child, a written note and I.D. verification are required. Husband and wife must be listed on the permission pick-up card. In cases where a family member cannot pick up your child, a court order must be in your child's file. If someone other than people listed in file come to

pick up your child, we will attempt to contact you, if we are unable to do so, we will not release your child. If the staff suspects the use of alcohol or drugs by the person picking up a child, they will be asked that some one else on the list be called to insure the safety of the child. Remember our first concern is for the child.

***After School Program Snacks*** will be served by certified caregivers and provided by the City of Houston. Menu of monthly snacks is available in your child's classroom or by request.

- a) Liquids and food hotter than 110 degrees f are kept out of reach.
- b) All staff are educated on food allergies and they take precautions to ensure children are protected.
- c) On days that providers serve meals, prepared food that is brought to the program to be shared among children is commercially prepared or prepared in a kitchen that is inspected by local health officials.
- d) Health snacks (as listed by the Texas Department of Agriculture) are available for school aged children as children arrive.
- e) On days that providers serve meals, milk, fresh fruit and vegetables are available for children who bring lunches from home.

Provider is participating and in good standing with Child and Adult care Food Program (CACFP).

***After School program: Personal Space & Uniforms*** for the children; Hooks will be provided for their backpacks. We prefer that your child brings a clean, folded uniform (to prevent wrinkles) on Mondays (with name on all items) and we will get it returned on Thursdays. Or if you choose, they can bring the uniform on the days they are required to train.

***After school activities:*** We will provide a snack and juice. After the snack, weather permitting they will have outside playtime. They will be required to do homework everyday if they do not have any, they will spend that time reading or doing a STEM activity. The program administrators will be available to assist them. At least two days a week they will formally have Martial arts(optional) training in uniform.

**\*Kuk Sool Student Registration Summer Camp:** If the child is already a student with Kuk Sool, they still must fill out all the paperwork, but the registration fee is only **\$15**.

## **EMERGENCY PREPADNESS**

**Fire and Safety:** Monthly drills will be practiced with the children their location will determine which exit they will use, but the end place will be McCartney's across the field.

**Severe Weather Drills** will be practiced every 3 months, we have decided the safest place is on the side of the main room wall.

**Shelter in Place:** If we receive a phone call to shelter in place, we are to use duct tape to seal all doors, windows, and anything that might let fumes in.

**\*Switching programs:** (Switch Back to Kuk Sool Won) If for any reason the student discontinues summer camp or the after schools program the dues will be reactivated for the remaining length of time originally agreed on. Refer to consumer rights on the back of the contract.

**Summer Camp hours,** drop off is as early as 6:00am, Pick up between 4:30pm and 6:30pm Monday through Friday. To ensure we are back from field trips.

**Summer Camp Lunch:** We are providing lunch for the children but if the parent wishes to supply their own it must include a **nutritional lunch, drink (which must be 100% juice) and 2 snacks for each child everyday.** Please send utensils needed for their lunch. Please do not send food that needs to be heated or refrigerated, on **Field trip** days DO NOT pack microwavable items.

- a) Liquids and food hotter than 110 degrees f are kept out of reach.
- b) All staff are educated on food allergies and they take precautions to ensure children are protected.
- c) On days that providers serve meals, prepared food that is brought to the program to be shared among children is commercially prepared or prepared in a kitchen that is inspected by local health officials.
- d) Health snacks (as listed by the Texas Department of Agriculture) are available for school aged children as children arrive.
- e) On days that providers serve meals, milk, fresh fruit and vegetables are available for children who bring lunches from home.

Provider is participating and in good standing with Child and Adult care Food Program (CACFP).

**Summer Camp Personal Items:** It is preferred that each child bring a backpack daily for items they will need. Please be sure their name is clearly marked on the backpack and **all** items brought to the facility. (Staff will mark if not done so.) We also want each child to bring **spray on sunscreen, mosquito repellent, a small blanket, flip-flops and a book for reading time.** **Monday** is the day when **swimsuits, towels, flip-flops and uniforms are needed.** These will be returned the day they are used (probably Fridays). **Friday:** All other personal belongings will be sent home.

**Summer Camp Field Trips:** We will be doing two field trips a week, weather permitting. It is our goal to go swimming once a week at the La Porte Pool. Wednesday is designated Field Trip day and Friday is swimming day. In the event of an unusual circumstance or emergency that you need to contact us, our location and a cell number will be posted on the door. If need be you my call (Nikita) cell 281-755-9521.

**Transporting:** The children will be in the vans by order of Last name alphabetical when the first van is full, we will go to van 2 etc.

**Summer Camp Daily activities:** Everything will be scheduled in advance. Depending on the season, we will determine the best period of the day to allow them to spend time outside. The children will be going outside to play different activities, always supervised, which will include activities such as kickball, baseball, relays, soccer, and more. We will always encourage physical activities daily. Screen time is limited to 2 hours a day, which is divided between two different movie times.

**Health requirements:** All shots must be up to date. On record with their school. Tuberculin testing is not required.

**Hearing and vision screening:** We do not do them because we only take school age children

**Breast Feeding:** Mothers have the right to breast feed in our daycare center. She may pick a place of her choice and we will provide a chair and as much privacy possible

**Illnesses:** Please keep your child home with any of the follow illnesses: discolored runny nose, fever (in the past 24 hours), diarrhea, impetigo, chicken pox, measles, mumps, and conjunctivitis (pink eye). Parents will be contacted if child runs a fever of **99 degrees** or higher and shows signs of the previously noted illnesses. Your child must be picked up immediately. If your child has pink coloring in the eyes, you will be required to supply us with a note from a doctor stating it is not pink eye.

**Medications:** We prefer **not** to give a child any medications for any reason. If your child needs to have medication dispensed while in our care, we require you to fill out a form giving instructions and permission.

**Kuk Sool Won property damage** as of 2008 any items broke by your child the parent will be expected to 1. Reimburse the school 2. Replace the item

**Medical Emergencies:** The entire staff is First Aid and CPR trained. In the event of a medical emergency the following procedures will be followed:

1. 911 will be called
2. CPR/First aid will be administered
3. Parents will be notified.

**We reserve the right** to discontinue any child's program for not following rules and guidelines set forth but not limited to our policy and traditions of Kids Size World.

**Policy and procedure & Minimum Standards** questions may be addressed with Jennifer Nance, at any time the program director and owner of this facility. If any changes are made, we will send home a written statement to inform the parents. Parent may visit our day care at any time to observe their child and the ongoing activities. Parent may participate in activities with their own child only. Parents who wish to review my most recent Licensing inspection may do so by looking at the posting in the parent waiting area.

**Gang Free Zone:** Under Texas Penal Code, any are within 1000 feet of a childe care center is a Gang Free Zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

**State Licensed Minimum Standard Rules**

The September 2016 Minimum Standard Rules for licensed Child-Care Centers are available in the Director’s Office.

**How to contact our local licensing office.**

**Shundra Rogers 713-940-5280**

**DFPS Child Abuse Hotline.....1-800-252-5400**

**Permit Number 861001**

**Website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us)**