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Kiddie Jungle Learning Center is licensed under Childcare Licensing Division of the Texas Department of Family and Protective Service.

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Our Mission Statement

Kiddie Jungle Learning Center's goal is to give each child a learning platform in a nurturing environment, that will foster good behavior and a sharing attitude. This handbook has been prepared for you to better understand our center as we work together to provide the best care for your child/children.

We reserve the right to make changes to the Parent's handbook as needed. You will be notified when revisions are made verbally, or via email. Copies will be provided upon request. If tuition increases, you will be notified four weeks prior to change.

Hours Of Operation: Kiddie Jungle Learning Center hours are 7:00 am -5:30pm Monday- Friday Our Center will be closed on all federal holidays and additional days that may fall with major federal holidays. (Parents will be notified in advance on additional closing days)

Emergency Information/Updating Contact Information

In the event of an emergency, the center will make an immediate attempt to contact the parent and other emergency numbers. Please ensure that all contact information is up to date. You can update your contact information at any time by email Kiddie.jungle17@gmail.com text 254-415-9721 or a written request.

Tuition and Payment

Tuition payments are due on Friday prior to the week of care. A Late fee of \$15 will be applied on the following Monday. Parents receiving CCS or other childcare assistance must make payment on the ^{1st} of each month.

Additional Fees

A non-refundable registration fee of \$100 is required at enrollment. Also due at this time is a non-convenience fee applied to your weekly tuition if you are late picking up your child

Payment Methods

Payments can be made by cash, credit or debit card Zelle. Payment Methods

Payments can be made by cash, credit, debit

Zelle: Kiddie.jungle17@gmail.com or 2544159721

Cut off time for drop-off is 9:00 am. If dropping off after 9am an additional fee of 1 dollar per minute will be charged up until 10a.m. We will not accept children after 10a.m. without a doctor's note or appointment slip.

Drop off and pick up procedures

Upon arrival (drop off), parents must walk their child(ren) into the center and the director will sign the child in on the sign-in sheet. Upon pickup, the director will sign-out and release the child to the designated person. **Must show ID.**

Please contact Center if running late, although late fee will still apply.

There will be a \$1.00 a min late charge after the 5-minute grace period.

Late Payment/ Refund

Kiddie Jungle have the right not to accept child if balance is left unpaid and other penalties may follow.

A late fee of \$25 will be added to all payments made after the due date has passed.

A 2-week notice must be given if you wish to unenroll your child or payment will still be required. If child is discharged from the program a refund will be given under the Directors Discretion

Enrollment

Kiddie Jungle Learning Center offers Full-time care.
Must provide a copy of child's current shot records
Must have a picture ID of guardian(s)
Last page of handbook must be signed and returned

Absence/Vacation/Leave

If your child/children are away for more than 2- 4 weeks due to travel, summer vacation, sickness etc. half of your weekly payment must still be paid to guarantee a spot. If your child is out more than 4 weeks, you will have to re- enroll your child.

Absences

We plan lessons, meals and activities anticipating that children enrolled in our daycare will attend regular. Please notify the center if your child will be absent due to illness or other reason for proper staff coverage.

Clothing

Please dress your child in comfortable clothing, appropriate for the weather. Flip flops or any open toed shoes can present a tripping hazard. Please children wear closed toe shoes at all times. During colder months, please provide children with an appropriate jacket/coat for outside time.

Supplies

All the items needed for care

Diapers
Change of clothes
Food that is not listed on our menu
Blankets and Pillow
Wipes
Mat

Discipline Policy

Correct disciplinary action is crucial in a child's development. Kiddie Jungle Learning Center will focus on being consistent, so each child knows the appropriate behavior. We will make sure the disciplinary actions are child age appropriate. We will make sure that all disciplinary actions are geared at teaching the child the acceptable behavior. A caregiver may only use positive methods of discipline and guidance that will encourage self-confidence and self-control. We will promote good behavior by praise and acknowledge of that good behavior. At no time will staff use harsh, cruel, or unusual punishment to any child. Here are prohibited disciplinary actions: Corporal punishment, threats of corporal punishment, shaking child, physical restraint of a child, pinching, biting, yelling or placing a child in a secluded area.

Rules:

- No hitting
- No kicking
- No fighting
- No bad language
- No spitting or biting
- No running in hallways
- No disrespecting others

Termination of Services

We reserve the right to terminate a child for the following reasons (but not limited to): Failure to pay (see tuition)

Routinely late picking up child

Lack of parental cooperation

Serious illness of a child

Physical or verbal abuse to any person on the property

Our inability to meet the child's needs

Lack of compliance with regulations

Failure of child to adjust to the center after a reasonable amount of time

*Center administration has the right to give verbal notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

Challenging Behavior Policy

When a child demonstrates inappropriate or disruptive behavior, it becomes necessary for

staff to intervene. The following actions will be taken in addressing challenging behaviors

at our center to ensure the safety of everyone.

1. The child will be told that his behavior is inappropriate. The teacher will first talk

to the child about the behavior and try to guide the child into using more appropriate ways to communicate.

2. The child will be redirected and, if necessary, given a short time away from the rest of the class.

3. Parents will be notified about the behavior. If repeated incidents occur, staff will

develop a plan of intervention that includes shadowing the child and a conference

with the parents.

4. For incidents involving biting or aggressive behavior, the staff follows

detailed policies based on common methods to address these potentially harmful behaviors.

Policy and Operating Procedures.

5. Follow-up will be made with the parent daily until the issue is resolved.

Please sign below acknowledging you have read our program's policy on addressing challenging behaviors

Family Participation

Creating a safe family environment is important to your child's development. Because of this we highly encourage parents to participate in our many events throughout the year. These events will be posted on our monthly family board and through email.

Curriculum

Our Frog Street curriculum consists of social development: how we interact with others, how we behave, and learn to respect others' space, how we learn to share.

We use Frog Street Curriculum which meets all the Texas Early Learning Guidelines.

It is our goal to facilitate in the development of young children ages birth through school-age. We provide the necessary tools for children to allow them to learn by utilizing play, planned activities and exploration and the foundation.

Language Skills / all age groups

We prepare children for kindergarten readiness

Teaching children to listen to stories without interrupting
Pay attention for short periods of time
Following directions
Shapes, colors, numbers, alphabet letters
Manage restroom needs

Parent Conference:

In cases where there is an issue of **constant** inappropriate behavior, parents will be required to attend a parent conference to outline and agree on a behavior modification plan. Follow-up will be made with the parent daily until the issue is resolved. Verbal feedback is provided to parents daily

Physical Activity

Daily morning and afternoon opportunities for outdoor play when weather permits. Children participate in age appropriate outdoor and indoor activities as part of the daily curriculum.

Nap/Quiet Time

All Children are required to lie down for nap/quiet time each day. Children will not be forced to sleep but must lay down during nap time 1:00pm-3:00pm.

Toys

Outside toys are prohibited. The staff is available to assist parents and children in interpreting this policy.

Screen Time

Children are not allowed to have screentime during nap and lunchtime

Electronic media is only used for educational purposes. No screen time under 2 years of age.

Nutrition Education & Procedures

Kiddie Jungle Learning Center provides nutritious meals and snacks to infants and children that follow the guideline of CACFP.

No outside food allowed. We are inspected annually by the Bell County Health Dept.

We will have a set schedule for those meals. Your child must arrive by the cut times to ensure he/she will get breakfast. If your child has allergies to any food, it is the parent's responsibility to notify the Director.

Breakfast 8:30 – 9:30

Lunch 11:30pm-12:30pm

PM Snack: 3:15 pm

Meals times vary during the summer.

Breastfeeding

Parents are allowed to come in and breastfeed their child as needed they will be giving a designated area. We coordinate with the local WIC office to provide resources for breastfeeding mothers. There are Breastfeeding resources posted on our bulletin board

Provided Accommodation

We will make reasonable accommodations to meet the needs of children that may need therapy by designating an area for a therapist to meet with the child.

Medication

Medication can be administered under the following guidelines:

Parents must sign authorization

Medicine must be in original container with prescription label.

Medicine will be administered in amounts according to label direction or as amended by the physician.

Illness

Kiddie Jungle Learning Center is not licensed or equipped to care for sick children. Therefore, I cannot admit an ill child for care if one or more of the following exist.

Contagious virus such as, vomiting or diarrhea

If oral temperature reaches 100F

Sore throat, runny and/or crusty eyes; watery; pink eye

Ringworms, lice, scabies

With any of the following your child is unable to attend for a 24-hour period.

Some illnesses may require a doctor's note telling when the child can return.

If your child becomes ill within center hours, you will need to pick up your child as soon as possible.

If your child is seriously ill or injured, Kiddie Jungle Learning Center will administer CPR if needed and/or appropriate first aid until EMT arrives. In any emergency "911" will be called.

If a health-care professional diagnosed the child with a communicable virus, you must have documentation indicating that the child is no longer contagious.

Inclement Weather

We follow the KISD guideline in the event of bad weather

Gang-Free Zone

As a result of House Bill 2086 that passed during the 81st Legislature, Regular

Session, Chapter 42 of the Human Resource Code will be amended to include Section 42.064 requiring that information about gang free zones be distributed to parents and guardians of children in care at licensed childcare centers. Information about this requirement can be found on the parent information board as well as copies of the information are printed for parents in the parent resource room.

Permission to Photograph

I give the provider permission to photograph my child/children_____.

I understand these pictures are for personal use only and will not be made public without my express written permission. We plan to use them for craft purposes only.

Parent/Guardian Signature: _____ Date: _____

PARENT(S)GUARDIAN AGREEMENT

By signing below, you certify that: I have received and read the Parent's Handbook, and the policies have been explained to me. I understand the policies as set forth on this day of _____20_____.

Parent's/Guardian's Name
(Print)_____

Parent's/Guardian's
(Signature)_____

Termination/ Trial Period

A two-week trial period will be in effect starting on the first day of care and ending on _____. During this trial period either party may choose to discontinue services with written notice.

We will give two weeks' notice of termination for which full tuition is due, whether the child is in attendance. The provider reserves the right to give notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance. If your care is terminated immediately, there are NO REFUNDS.

Kiddie Jungle Learning Center reserves the right to terminate a childcare agreement at any time.

Parent Print Name: _____

Parent Signature: _____

Director Signature: _____