

Right Fit Kids Academy



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Right Fit Kids Academy



Mission Statement

Right Fit Kids Academy is an affordable, fun, preschool dedicated to excellence. We provide a high quality, developmentally appropriate learning environment for preschool children; and a safe, nurturing and recreational environment for school age children.

Our Philosophy

We specialize in Early Childhood Education because we believe that children are intelligent and distinctive human beings that are eager to learn. We build upon the learning foundation that has been laid by a child's first teacher, his parents. Our teachers are caring and reliable educators with a child's best interest in mind. Our unique style of teaching promotes children to learn quickly while having fun. Right Fit Kids Academy boasts a diverse environment, and **all** children are welcome to learn with us.

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Dear Parent(s):

Welcome to the Right Fit Kids Academy!

“The early years are the learning years!”, and we are grateful that you chose us to partner with you in the academic growth and care of your child.

We look forward to a wonderful time learning together! Please know that we value your input and could not do without your support. You are always welcome to call, offer suggestions or visit. Thanks for working with us to create a wonderful experience for your entire family.

Please take the time to read this handbook to become familiar with our policies and procedures. If there are any questions regarding the contents, please let us know and we will be happy to answer them for you. Welcome to the Family!

LET’S MAKE IT HAPPEN!

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Enrollment Procedures

An enrollment packet must be completed in its entirety for each child enrolled. The enrollment packet consists of the following forms:

- ✓ Enrollment Form
- ✓ Handbook & Acknowledgement Form
- ✓ Payment Agreement
- ✓ Yearly Calendar
- ✓ Food Program Enrollment & Income Form
- ✓ Media Release Form
- ✓ Parent Orientation Checklist

Drop Off Procedures: Parents must drop students off at the front entrance. Students must be accepted and observed by a staff member before departing. Parents or staff members must sign the student in via sign in sheet and/or the Bright Wheel App.

Pick Up Procedures: Students are picked up at the front entrance and can only be picked up by individuals authorized on the enrollment form and he/she must present a state issued identification. Parents or staff members must sign the student out via sign in sheet and/or the Bright Wheel App.

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Hours of Operation

Monday - Friday
6:00 a.m. - 6:00 p.m.

On a case-by-case basis and at the discretion of the director, parents needing to drop their children off earlier than 6:00 a.m. or pickup later than 6:00 p.m. should make their requests known during enrollment.

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HOLIDAYS

New Year's Day
MLK Jr. Day
Spring Holiday
Memorial Day
Juneteenth Holiday
Independence Day
Labor Day
Thanksgiving Break
Christmas Break

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Enrollment Fee

There is a \$40 non-refundable enrollment fee that must be paid during registration. Families that pay cash versus subsidy must pay a two-week fee in advance to meet the two-week notice policy when withdrawing.

Childcare Fees Chart

The fees for childcare are listed below and at the discretion of the center may change at any time. Fees are due in advance of care (*on Monday*). We encourage you to bring your child the entire week (excluding illness) since the full week's amount is due. For care less than a week use the drop in rate.

0 – 17 MONTHS	\$215.00 PER WEEK
18- 35 MONTHS	\$190.00 PER WEEK
3-5 YEARS	\$150.00 PER WEEK
DROP IN (INFANT)	\$75.00 PER DAY
DROP IN (NON-INFANT)	\$55.00 PER DAY
BEFORE/AFTER SCHOOL CARE	\$90.00 PER WEEK
EARLY DISMISSAL CARE	\$30.00 PER DAY
SUMMER CARE (SCHOOL AGE)	\$150.00 PER WEEK

TRANSPORTATION RATES

NON-SCHOOL AGE	\$75.00 PER WEEK
NON-REFUNDABLE REGISTRATION FEE	\$40.00 (ONE TIME)

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Right Fit Kids Academy Does Not Offer Refunds (Except for Over Payments)

Late Fees/Bank Fees

Payments that are not made on time are assessed a \$10 per day late fee. A \$35.00 fee will be charged for any returned checks along with any bank fees.

Daily Procedures

- ◆ Morning Procedures
- ◆ After School Procedures

Morning Procedures

Based on several factors, some of the procedures may be altered on any given day.

- 7:00-8:00 a.m. Breakfast
- 8:00 a.m. Students report to their learning areas.

Doors will open at **6:00 a.m.** Students will not be allowed in the building until **6:00 a.m.** unless previous arrangements have been made with the director.

After School Procedures

School age children requesting transportation will be picked up from school at the designated time and brought to the center. Afternoon snacks and/or dinner will be provided.

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All Late-Pick-Up Students

- Please be on time to pick up your child(ren). Pickups after 6:00 p.m. will accrue a late fee of \$1.00 per minute unless prior arrangements have been made.

Student Information

◆Attendance/Tardy ◆Illness ◆Emergency Contacts ◆Change of Address/Telephone

Attendance/Tardy

Children are encouraged to attend daily and arrive by 8:00 a.m. and no later than 9:30 a.m. If a child has excessive absences, they will risk being withdrawn from the program. **Our goal is to prepare your child for kindergarten, so it is important that they attend daily.** If a student will be absent due to an emergency or illness, please call us on the morning of the absence.

Illness

If a student becomes too ill to remain at the center, a parent or guardian will be contacted to pick up the child within an hour. In the event of an injury, parents will be notified. **An updated phone number on the emergency contact form is extremely important.**

We will help to comfort your ill child while he/she is waiting. Transportation cannot be provided for ill children.

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If your child is ill, please do not send him/her to school. A student that contracts a contagious disease or condition, such as pink eye, chickenpox, ringworm, impetigo, or pediculosis (head lice) will be sent home and must remain home until the condition or disease is corrected. Students with ringworm may attend only if the affected area is covered.

Parents should make Right Fit aware of any student's medical problem. Some students may need medication during school hours. Please contact us to secure a form for your physician to sign. We cannot administer medication to any child unless we have the appropriate form signed by a physician or parent.

Procedures for Dispensing Medication

Prescription Medication must be labeled with the child's name, the name and strength of the medication; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date; and administration, storage, and disposal instructions. Nonprescription Medication must be provided in the original container, labeled with specific, legible instructions for administration and storage supplied by the manufacturer; Instructions for the dose, time, and how the medication is to be given, and the number of days the medication will be given will be provided to the staff in writing (by a signed note or a prescription label) by the health care provider. This requirement applies both to prescription and over-the-counter medications (Medication Administration form). A health care provider may state that a certain medication may be given for a recurring problem, emergency situation, or chronic condition or prevention. Example: sunscreen, acetaminophen, Epi-pen. (Record of Medication Order form) • The instructions should include the child's name; • the name of the medication; • the dose of the medication; • how often the medication may be given; • the conditions for use; • any precautions to follow; and • potential side effects; • A child may only receive medication with the permission of the child's parent or legal guardian.

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Emergency Contacts

In case of an emergency, each student is required to have the following information on file.

- Parents' or guardians' name (s)
- Complete and updated address
- Complete and updated home phone, parent/guardian's work phone and all emergency numbers
- Physician's name and phone number
- Medical alert information
- Names of authorized person (s) allowed to pick up child(ren)

Children will not be released to individuals that are not listed on the authorized individuals list on the enrollment form. All persons authorized to pick up students must sign them out on the official sign out sheet including the date and time. Please remind all authorized individuals to bring a valid state ID when picking up your child.

Emergency or Medical Situations

Every parent/guardian must complete this section in the application in the event of a critical illness or injury which requires immediate attention of a physician. The Program Director or Designee will:

- Contact the child's parent/guardian
- Contact emergency medical services and the physician identified on file
- Our Emergency Preparedness Plan is available for your review on site.

Immunization Records/ Tuberculin Testing

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A copy of all current immunization records must be provided to the center for admittance. The Texas Department of Health determines if TB testing is required. Currently it is not in Harris County.

Hearing and Vision Screening

All children enrolled shall be screened for vision and hearing in pre-kindergarten before May 31 of each year.

Infant Feeding

The Right Fit Kids Academy recognizes that breast milk is healthier for infants, so parents are welcome to send breast milk. Also, we will provide a private and comfortable space for mothers to breastfeed if necessary.

Change of Address/Telephone

Please make sure to keep your contact information up to date as it is important for the director to contact you if an emergency occurs. There are Emergency Contact forms in the Parent Resource area where you can pick up anytime there is a change to be made to your child's emergency contact information form. Please place the form in the drop box in the parent resource area.

Please notify us immediately if there is a change of address or telephone number.

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Safety Procedures

◆School Visitors ◆Student Sign Out

Visitors

Parents are welcome to visit at any time without an appointment. Please keep in mind that your child is learning and gaining independence, and that too many interruptions interfere with the delivery of instruction and disrupts the normal learning environment. Teachers and students work on a planned schedule and program. Unnecessary interruptions consume time and hinder the daily instructional program.

Student Sign Out

Students will not be permitted to leave with anyone other than those persons listed on the student's enrollment form. Persons picking up students will be asked to provide a state issued identification.

Parking

Parking is limited, so parents are asked to drop off their child and leave so that other parents can access the parking spaces and driveway.

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General Information

Appointments ♦ Transportation ♦ Field Trips ♦ Parent Teacher Partnership (PTP)

Open Door Policy (appointments)

Parents may meet with the Administration at any time. Please keep in mind that the director, or director's designee may already have appointments or meetings scheduled. To ensure a conference at a particular time, please schedule an appointment when possible.

Transportation

Included in the application is a section regarding transportation that must be acknowledged in case of an emergency, field trips, to and from home and to and from school. In the event of an Emergency Evacuation our Emergency Preparedness Plan will be followed. Once students are safely relocated, parents will be contacted.

At the parent's request, and to our ability we will provide transportation to and from school for school aged children. The request for transportation is on the enrollment form, and the fees for transportation is listed on the Childcare Fees Chart included in the registration packet.

Field Trips

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Field trips are an extension to classroom learning. Parents will be notified of these trips and must sign a Field Trip Permission Form. Sometimes a fee may be requested to defray transportation and/or admission cost. Parents who serve as chaperones are asked to provide their own transportation. Parents who cancel or do not wish for their child to attend will not be reimbursed. For the safety of our children, we ask for additional volunteers during field trips. Parents are sometimes invited to attend field trip outings with their children. Parents may not bring other children with them. Only students (2 years of age and older are allowed to participate in certain field trips).

Water Activities

We will not have any deep-water activities, however, in the event that an opportunity arises, the parents/guardian will be notified, and written permission must be granted.

Pets

Pets are not allowed on the premises for the exception of small pets in the science area such as fish, bird etc.

Active Play

Right Fit provides active play equipment and space in the rear of the center. Students participate in outdoor play twice daily for 30 – 45 minutes depending on age group and weather. In the event of bad weather, arrangements are made for indoor physical fitness.

Meals and Snacks

Right Fit participates in the Federal Food Program. Breakfast, lunch, snacks and/or dinner are provided. A menu of meals and snacks are posted in the parent area.

Parent Teacher Partnership (PTP)

The Right Fit Kids Academy's PTP is an integral part of the total program. It serves the students in many ways, and thus serves the program. To function effectively, the PTP needs volunteer workers with a broad range of talents and skills. Along with our PTP Officers, the President, Secretary and Treasurer, we encourage all parents to become

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actively involved with the PTP. We host at least three or more events each year and ask that our families participate. We ask that you respond positively when called upon to help during student performances, fun days, family nights, community events, fundraisers etc. Notices of upcoming PTP meetings will be posted and sent home with your child (ren).

Parental Involvement

Parents are welcome to visit the center at any time without an appointment are encouraged to participate in the center's learning activities. Please keep in mind that your child is learning and gaining independence and that too many interruptions interfere with the delivery of instruction and disrupts the normal learning environment as teachers and students work on a planned schedule.

Parent Surveys

Our goal is to provide excellent service to all our families. We value your input, so we offer parent surveys annually.

Parent/Teacher Conferences

To keep parents informed of their child's academic and social emotional progress, Parent/Teacher Conferences are scheduled twice a year and offered as needed and/or requested. Your child's teacher will share your child's assessment and go over any concerns or developmental needs.

Dismissal from Program Procedures

Right Fit Kids Academy reserves the right to dismiss any child from the center. Dismissal may occur in the following instances; parent/guardian and/or child do not comply with the child care center policies, the Director determines that a child has a behavioral, physical, and/or learning problem that the center is not equipped to handle, frequent late payments or delinquent account, the frequent use of foul language, intentionally touching others in an inappropriate manner, acting aggressively or violent towards staff or other

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children, destroying the property of the center, staff, or other children, as well as any other behavior(s) deemed inappropriate by the Director(s).

Withdrawal Policy

The parent/guardian must give two weeks' notice, in writing, stating the reason for withdrawal and the final date the child will attend.

Student Policies

- ◆Discipline ◆Dress Code
- ◆Home Communications ◆Personal Property

Discipline and Guidance

For individuals to learn, appropriate behavior is necessary. This is a reminder that we are preparing your pre-school child for kindergarten and your school agers to become good citizens. The educational purpose of school is accomplished best in a climate of behavior that is socially acceptable to the learning and teaching process.

The Administrative staff will contact parents or guardians for repeated disruptive incidents. Parents' and guardians' cooperation and understanding is essential. Should you be asked to pick up your child early for uncontrollable disciplinary reasons; please make it a priority to comply with our request.

Right Fit Kids Academy uses Conscious Discipline, which focuses on safety, connection and problem solving. Additionally, students are explained the rules frequently. We do not use "time out" as punishment. Each classroom has a "Safe Place" for students to feel safe and connected. Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name-calling, or isolation used. Food nor play will ever be withheld as a means of punishment. If a discipline problem arises that does not respond to the Conscious Discipline technique, a parent conference will be held to find a solution. Additionally, parents may be called to remove a child if behavior prevents us from properly caring for other children. If the problem continues, parents will be notified that

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other arrangements for the care of the child will have to be made, for the safety and well-being of all. The steps that we will take for disciplinary proceedings are:

- Student misbehaves
- Teacher redirects student several times
- Teacher informs Director
- Teacher and Director work on strategy for child's behavior
- Notify Parents and involve parent in the strategies
- If it continues, Director talks to parent about withdrawal.

Withdrawal from Program (Separation Procedures)

Parent/Guardian will give two weeks written notice, and two weeks full payment to terminate your child's enrollment in childcare regardless as to whether your child is present. If two-week notice is not given, you are still financially obligated for the two weeks of childcare fees and late payments. Right Fit Kids Academy reserves the right to terminate clients should the situation deem it necessary at any time. Should you have questions regarding the content of this program and our services, please discuss with the Director.

Dress Code

Children should come to school dressed in comfortable, washable play clothes and are required to wear closed toed shoes. Complete independence of adult help in dressing is a task that children are encouraged to achieve. Simple clothing will enable your child to achieve this goal. Remember that play is a child's work and that much of play is dirty. The children will paint, crawl on the floor, mash play dough, and more. The right clothing is important to your child's safety. Please choose shoes that will not contribute to playground injuries from slips and falls. Flip flops and slide on sandals may be easy for your child to put on by him/herself, but they are not safe when your child wants to run and be active. Select clothing that allows your child to run and climb safely. Avoid necklaces, belts, and draw-string hoods as these have been known to catch onto climbing equipment or furniture, with the threat of severe injury. Jackets, sweaters, hats, mittens, etc. should be clearly marked with your child's name. An extra set of clothing and shoes

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should be left with the teacher in case a change of clothing is needed. Please mark these items with permanent markers.

Physical Activity

Children enjoy outside activities twice a day, weather permitting, ranging from 30-45 minutes. We also include indoor physical activity that promotes gross motor movement through dance, games, and exercise as part of the daily curriculum. Our daily schedule provides opportunities for children to engage in physical activities.

Accommodating Families and Children (Special Accommodations)

Right Fit Kids Academy supports our families and children who may need additional accommodations that may include documents in home language, differing disabilities and cultural backgrounds. We provide a variety of parent resources and education literature in various languages including Spanish. Also, we provide parent resource information on services children with differing disabilities can receive being on subsidy. On our classroom's lesson plans we note any special accommodation strategies that provide support the learning of children with differing disabilities. A copy of our classroom's lesson plan is available for our parents so they can see the special accommodation learning strategies we provide in our children's daily activities and routines. You will also find paper copies of these handouts in our Parent Resource Area.

Home Communications

Parents/guardians will be notified either by phone, flyer, email, newsletter, text message, phone call or in person of any notifications and/or changes to the program. PTP meetings, holidays and other important notices will be posted and/or sent home to parents. A copy of all written notices will be available in the center's office.

Personal Property

DO NOT allow your child(ren) to bring any of the following items: (We are not responsible for loss or damage)

- Large amounts of money, expensive jewelry
- Phones

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- Cameras, toys, electronic games, tablets, laptops etc.

Staff Trainings

All staff will participate in required professional development opportunities throughout the year to gain knowledge and training experience related to operational policies and procedures, health and safety, care and understanding of students, academic and enrichment activities and curriculum, management of guidance and discipline and understanding, diversity, child abuse awareness and prevention and more. To effectively meet all state guidelines, Right Fit will close a minimum of 2 days each year for instructional staff preparation (Teacher Prep Days). These days are listed on the yearly calendar and parents will be reminded in advance of these days.

Employee Immunization Policy

Right Fit does not require employees to be immunized.

Reporting Child Abuse

You may report any signs of suspected abuse or neglect of a child by calling PRS child abuse hotline at 1-800-252-5400 or visiting the PRS website at www.txabusehotline.org.

Gang Free Zone

There is a gang free zone within 1000 feet of our facility where prohibited gang related activity is subject to increased penalty under Texas law.

Child Assessment Policy

Right Fit Kids Academy teachers uses AIM and the CLI Engage developmental milestone checklists to perform child assessments three times a year. Your child's assessment will be shared, and a copy given to

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you during parent, teacher conferences so that you are aware of your child's progress throughout the year. These formal assessments assist our teachers in planning learning activities for their classrooms.

Curriculum Goals

Our teachers use curriculum (Circle & Frog Street) aligned with Texas Early Learning Guidelines. During Teacher-Parent Conferences (offered twice a year) we share your child's assessments that are administered the beginning, middle and end of the year.

Screen Time Policy

No children under the age of two will be permitted to have screen time. Children two and older will be limited to two hours (not in one sitting). **NO EXCEPTIONS!** We also offer a parent education resource on Screen time that you can find in our Parent Resource area.

Health and Nutrition

Right Fit promotes safe, healthy eating habits in line with the *Child and Adult Care Food Program*. Our school's food and nutrition curriculum include activities that provide students with knowledge, attitudes and skills to make positive healthy food choices and learn about the variety of foods available for good health. This includes opportunities for students to develop practical food skills such as growing, preparing and eating healthy food.

Our students have

- ✓ fresh water available at all times and are encouraged to drink water regularly
- ✓ eat healthy meals and snacks routinely at scheduled break times
- ✓ eat in a positive, supervised, appropriate social environment with staff who model healthy eating behaviours
- ✓ a school garden and we integrate the garden across the curriculum.
- ✓ provides rewards/encouragements that are not related to food or drink
- ✓ understands and promotes the importance of breakfast for students

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- ✓ teaches the importance of regular healthy meals and snacks as part of the curriculum
- ✓ Displays nutrition information and promotional materials about healthy eating
- ✓ encourages a daily fruit and vegetable program to:
 - provide students with important minerals and vitamins
 - encourage a taste for healthy foods.
- ✓ ensures healthy food choices are promoted and are culturally sensitive and inclusive
- ✓ is a breastfeeding friendly site.

Inclement Weather Policy

The safety of our parents and staff is of utmost importance, so we follow the inclement weather actions of our local school district (Houston ISD). During inclement weather, emergency disasters etc. please watch the local news channels (2, 11, 13, 26 and 39). **If Houston ISD closes, Right Fit Kids Academy will close.** Additionally, an alert from Right Fit will be sent to your mobile devices via text message as long as technology and/or situation permits.

Evacuation Policy

If the neighborhood is required to evacuate, we will relocate to Right Fit Kids Academy other campus located at: **5203 Browncroft, Houston, Texas 77021 – Phone (713) 644-2204.** The Emergency Preparedness Plan will always be posted in the center. A drill will be conducted annually to ensure the best routine possible.

Parent Survey

We value your feedback. To better communicate with our families and to improve the educational experience of all our students we ask that once a year our parents complete an anonymous survey to tell us how we are doing. Parents will be notified in advance of the survey window.

Texas Health and Human Services

This program is licensed with the Texas Health and Human Services Childcare Regulation and adheres to the Minimum Standards for Licensed Childcare Centers. This facility is inspected on a regular basis and

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you may review inspection reports and the Minimum Standard Rules at www.hhs.texas.gov. A copy of the Minimum Standards as well as the most recent Licensing Inspection Report is also available at the site. You also have the right to contact the local HHS Licensing office at (713) 287-3238.

Texas Rising Star

The Texas Rising Star program is a quality rating and improvement system (QRIS) for childcare programs participating in the Texas Workforce Commission's (TWC) Child Care Services program. Texas Rising Star certification is available to licensed centers and licensed and registered childcare home facilities that meet the certification criteria.

To efficiently serve our families, our policies are reviewed annually and updated if necessary.

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I have read the Right Fit Kids Academy Parent Handbook very carefully. I understand the rules and regulations required of all students attending Right Fit.

The following signatures show that my child and I agree with everything stated. I understand that this agreement will be filed and included in his/her enrollment file.

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Parent/Guardian's Signature

Date

Child's Name

Birthdate