

· KID'S DAY OUT ·

KDO

FIRST PRESBYTERIAN HOUSTON



Parent Handbook 2025-2026

Revised: January 2025

Description

What is Kid's Day Out Learning Center (KDO)?

KDO is a weekly Bible-based early learning center dedicated to the enrichment and development of each child. We care for and educate children ages four months through Pre-Kindergarten (Pre-K4). Our program operates Monday, Wednesday, and Friday from 9:00 am until 2:30 pm with before and after school care options during the academic year. We are on a 9-month school calendar with summer camps offered in June and July.

What Kind of Curriculum Does Kid's Day Out Learning Center Use?

KDO uses a curriculum by Frog Street Press combined with a social-emotional curriculum by Conscious Discipline. Children in our older toddlers through Pre-K classes attend chapel on Wednesdays during the academic school year. All children, weather permitting, receive 60 minutes of outdoor play each day.

What Will My Child's Day Be Like at Kid's Day Out Learning Center?

Our day begins promptly at 9:00am and ends promptly at 2:30pm. Students will be received at the KDO door located across from the south playground beginning at 8:55am. Regular day pick up is from 2:20-2:30pm. This is a sample schedule that may change based on the individual teachers for the specified age group.

8:55 – 9:10 am

Arrival

9:10 – 9:30 am

Welcome Activity, Table Activities, Free Play

9:30-10:15 am

Outside Playground

10:15 – 10:45 am

Gross Motor/Mini Gym

11:00 – 11:30 am

Circle Time: Songs, literature, letter and number concepts, community sharing....

11:30 – 12:00pm

Centers Rotation - with a teacher pull-out component

12:00 – 2:00pm

Prayer, Lunch Time, Bathroom Break, Nap

2:00-2:20 pm

Snack Time, Story Time

2:20-2:30 pm

Dismissal

Licensing Information

We are a licensed child-care facility with the Texas Department of Health and Human Services. We are required by law to follow the "Minimum Standard Rules" for licensed child-care centers. KDO employees are screened under the requirements put forth by the state, as well as, trained in Minimum Standards.

KDO staff members are required by Texas State Law and TDHHS licensing requirements to report immediately to the police or Child Protective Services any instance when there is reason to suspect the occurrence of physical, sexual or emotional child abuse, child neglect or exploitation. The person who observes or suspects abuse is the person who reports to the proper authority. Some examples of abuse and neglect are unexplained marks/bruises on the body, leaving a child in a vehicle unattended, and child-hygiene issues.

Staff members are trained in First Aid/CPR and are required to take a minimum of 24 hours of annual training in various topics related to early childhood.

Enrollment Process

What Is The Enrollment Process for KDO?

Enrollment/Re-Enrollment opens for our currently enrolled families, waitlisted families, and FPC staff in mid-January prior to the next fall semester in that order of priority. The following week, First Presbyterian Church members who are not currently enrolled in our program may register. Open enrollment begins the first week of February. Currently enrolled families that adhere to the re-enrollment timeline set by the office are ensured a spot in our program.

Applications are time and date stamped in the order they are received. A \$75 application fee must accompany all new registrants (including siblings of current students).

Applicants will be notified within 3 business days of acceptance or wait list status. All registration forms and non-refundable fees must be turned in to secure your child's spot by the date stated on your acceptance notification. If you do not submit all necessary forms and non-refundable fees by the date they are due, your spot will be forfeited to another family.

You must provide a current copy of the child's immunization record along with a signed health statement from your pediatrician. Your child must be examined within the past year by a physician and be approved to participate in our program. Your child can not participate in our program without these state required documents.

We make our best effort to accommodate all children that apply to attend KDO and we will assess children with known special needs on a case-by-case basis.

What Happens If The Classes Are Full And I Must Apply For The Waiting List?

You will be required to complete the application only. You will pay the non-refundable \$75 application fee. The application fee is good for the calendar year. Applications for the wait list will be accepted through December 1st. We do our best to put every child in a class but there are no guarantees. Students will be added to classes through March 1st.

What Happens If I Want To Withdraw My Child From the KDO Program Before May?

If you withdraw from the program, you will need to provide a 30-day written notice stating your exit date and permission to release your spot to another child. Please note that tuition is automatically drafted on the 5th of each month. Tuition and fees already paid, including tuition during the 30 days, will not be reimbursed.

What Happens If I Want To Pick Up My Child Early?

We encourage you to let your child finish the day here at KDO. If you need to pick up early, please notify the KDO office in advance with your expected arrival time. When you arrive to pick up your child, please check in with security, and they will call us. Please wait in the Welcome Center and we will bring your child to you. If it is 2:10pm or later, we'll ask you to wait until 2:20pm to pick up.

What is Early Care and Late Care?

KDO provides an extra hour of care at 8:00am and an extra hour of care until 3:30 pm for an additional fee. Early Care and Late Care must be requested on the KDO application during the enrollment process and spots will be given on a first come, first served basis. Due to demand for before and after school care, your child may be put on a wait-list. Make sure to request what you need during the application process, as these spots fill up quickly. **Early and/or Late care is NOT a drop-in program.**

The children, during these extra hours of care, receive supervision and care as given in the actual program; however, these hours do not contain a structured lesson activity. All teaching lessons are during the 9am-2:30pm program.

Tuition and Fees

What Are My Financial Responsibilities For The KDO Program?

Non-Refundable Application Fee (collected for new applicants and those on waitlist over 1 yr.)

- \$75 application fee

Annual Non-Refundable Registration Fee (collected as a non-refundable deposit)

- \$200 registration fee

Annual Non-Refundable Annual Supply Fee (collected as a non-refundable fee)

- \$300 for two days
- \$325 for three days

Yearly Tuition - Infants

- \$5,130 for two days
- \$6,030 for three days

Yearly Tuition – Toddlers (12-23 months on Sept 1)

- \$4,680 for two days
- \$5,580 for three days

Yearly Tuition – Two – Pre-K4

- \$4,050 for two days
- \$4,950 for three days

Early Care Tuition (8:00am - 8:55am)

- \$125 for one day
- \$155 for two days
- \$185 for three days

Late Care Tuition (2:35pm – 3:30pm)

- \$125 for one day
- \$155 for two days
- \$185 for three days

What Happens If My Child Is Too Young To Start?

If you are accepted into KDO and your child is not able to begin due to age (must be 4 months old to attend and 4 months old by December 15th), you will begin paying tuition to ensure that the position is secure when your child is of age to begin.

What Happens If I Am Late Picking Up My Child?

Regular day pick up is from 2:20pm-2:30pm. Late pick-ups will be invoiced for \$25 beginning at 2:31pm. After 2:35pm, you will be charged \$2 per minute in addition to the initial \$25 charge. Payment will be due no later than the next KDO school day. A parent that is late picking up more than 3 times in a school year will forfeit his/her child's spot at KDO.

Late Care ends promptly at 3:30pm. After 3:31pm your child will be taken to the office, where you must sign out your child. You will be invoiced \$25. After 3:35pm, you will be charged \$2 per minute in addition to the initial \$25 charge.

When Is Tuition Due?

Full tuition is due on the 5th of August. If you choose a payment option, tuition is due on the 5th of each month beginning August and ending in April. You are expected to set up your automatic billing in ProCare. A \$25 fee will be assessed for any transactions that are rejected or late.

Families in need of financial assistance can apply for a partial scholarship toward tuition. These applications are submitted and processed in the summer for the upcoming school year. Contact the Associate Director for a scholarship application, if interested.

Parent Expectations

What Are The Parent Responsibilities While A Child Is A Student At KDO?

As a parent, you are expected to follow the guidelines set forth by this program as outlined in the Parent Handbook. If you are not in compliance with our guidelines, we reserve the right to conference with you. If we are unable to come to a mutual agreement, your child will be dismissed from the program. Tuition and fees paid are non-refundable.

Signing In

According to Child Care Licensing Standards you are required to sign your child in every day at drop-off using our Procare App. We will need an emergency contact number, special instructions, and who will be picking up your child each afternoon.

Picking Up Your Child

Your child will only be released to you (the parent) or a designated adult specified in Procare prior to picking up. The adult must have an assigned pin number in ProCare. Sharing pin numbers is strictly prohibited – each adult, including parents, must have his/her own code. If you should need to pick up your child prior to the normal pick-up time, or before 2:20pm, please call or email the office ahead of time.

Attendance

Please arrive with your child during our drop-off time of 8:55am-9:10am for regular day and between 8:00am-8:40am for early care. If you have a schedule conflict that prevents you from arriving on time, please email the office. If you are going to arrive after 9:10am, please notify the office in advance and wait in the Welcome Center. One of the directors will take your child to his/her classroom. If you arrive before 8:55 am we ask that you wait outside the south KDO door by the playground for one of the directors to open the door. The teachers attend a prayer/meeting time before the start of our school day to pray for each other, our students, and our program. The doors to campus will not open until 8:55am.

Immunizations

Parents are responsible for making sure that their child's immunizations are up to date according to age requirement as required by the Department of Health and Human Services. It is also the parents' responsibility to provide the office with updated records as immunizations are received by the child.

Parents must comply with a request by the office for updated immunization records and/or any required physician statement by the due date set forth by the office. Failure to do so will mean that your child can not attend school until the office receives the requested form(s).

The Health Department can mandate that a child receive a TB test. Proof of the TB test and the results must be submitted to the office for a child to return to KDO.

Babysitting

KDO teachers are discouraged from babysitting for KDO families. Teachers are not allowed to pass out their contact information or coordinate babysitting jobs while they are on the clock working at KDO and/or in designated KDO areas. Likewise, parents are asked to refrain from obtaining contact information or scheduling/discussing babysitting jobs while KDO teachers are in designated KDO areas and/or on the clock working at KDO.

Behavior and Student Expectations:

Behavior and Discipline

Teachers support children's social and emotional development, assisting them to be comfortable, happy and involved in play and learning activities. Teachers will help children work through frustration, anger, and/or sadness by comforting them and encouraging them to identify and verbalize the problem. Children will gain a sense of security by setting clear, consistent, and reasonable limits in our program. When children know what is expected of them, they feel secure and learn to make helpful and safe choices and decisions. Mistakes become important learning opportunities and the child's sense of self-esteem grows as he/she experiences success in a variety of situations.

A child will occasionally lose control of his/her actions and emotions and removal from the group or activity is necessary. Occasional hitting, kicking, pushing, scratching is developmental and normal in toddlers and preschoolers. We work closely with students to coach them through these behaviors using a "shadow and teach" method. In the instance of extreme and/or repeated aggression or disrespectful behavior towards a teacher or fellow student, a child will be brought to the office to see the director. Depending on the situation, the student may return to the classroom after a short time in the office, or the parent may be contacted to take the child home for the remainder of the day. Parents must pick up the child within 30 minutes of the director's phone call if the student is sent home. Sometimes these behaviors indicate that an evaluation by an outside professional is warranted. KDO strongly believes in early intervention and the director will notify you if a referral is recommended. Children learn best from their mistakes in social settings, and we will exhaust all our strategies before sending a child home, asking the child to take a break, or dismissing a child from the program. KDO, at the director's discretion, ultimately reserves the right to require either a break from KDO or dismissal from the program. Tuition and fees paid are non-refundable.

Biting Policy

KDO recognizes that biting, while upsetting, uncomfortable, and stressful for the child who has been bitten, and all the adults involved, is developmentally normal and to be expected when infants, toddlers, and young preschoolers are together in a group setting. Biting happens for a variety of reasons: mouth discomfort/teething, curiosity, stress, lack of ability to communicate with words, excitement, boredom, frustration, etc. At times the motivation to bite will be obvious and other times it will be harder to discern.

The most important thing to remember is that biting does not make a child a “bad child” with “bad behavior”.

KDO teachers do everything they can to provide a safe, calm, and enriching environment for their students to reduce biting. When biting occurs, KDO teachers are trained to respond to biting as they would any other aggressive behavior, which is to attend to the bitee (child who was bitten) first, providing comfort and care to the bitten child, then turning attention to the biter and firmly stating, “Biting hurts. Teeth are not for biting people.”

The bitee will receive first aid care with soap and water in front of the child who bit. The teacher will say, “Your teeth made a boo-boo on your friend and your friend is hurt.” Depending on age, the biter may assist in carrying out first aid care to the bitten child. Both children will be brought to the office where the director will provide comfort and sympathy to the bitee and a verbal reminder to the biter that, “Biting hurts. Teeth are not for biting. Biting is not allowed at school.”

If KDO notices that a student or a classroom has entered a biting phase, teachers employ the “Shadow and Teach” method, which means that students who have bitten are followed closely with the goal of interrupting the bite before it can take place. The book Teeth Are Not for Biting is in the regular book rotation in age groups/classrooms where biting is more likely to occur.

If your child is bitten at KDO and the skin is not broken, the area will be cleaned with soap and water and an ice pack will be offered to the child. The parents will be notified through an Incident Report on Procure with a note providing context from the director. An incident Report will also be issued for the child who bit, with a note providing context from the director. Parents are expected to sign the reports for our records. To protect confidentiality, KDO will not release the name or gender of the bitee or the biter. If your child is bitten at KDO and the bite breaks the skin, or if your child receives more than one bite, you will receive a phone call from the director. Proper first aid will be administered. The parents of the child who bit will also receive a phone call if the bite breaks the skin or if more than one bite occurs. To protect confidentiality, KDO will not release the name or gender of the bitee or the biter.

KDO believes that children learn best from their mistakes when they are handled in the moment and in the setting the behavior occurs. To that end, we do our very best to address behaviors at school versus sending a child home or requiring a child to take a “time out” from school. KDO will work with parents, teachers, and the child who is biting, exhausting every strategy before removing a child from the program for the day, the week, or permanently. KDO does reserve the right to send a child home for the day, ask a child to take a pre-determined time out, or dismiss a child from KDO, at the director’s discretion, if the biting presents a significant and chronic safety problem for the class. Since biting is developmental and it is more common in children under the age of 36 months, more leniencies will be granted to children under 36 months. Depending on the age of the biter, KDO may require the family to seek outside professional services to support KDO, while KDO is supporting your child.

Should the director determine that a child needs to take time out or be dismissed from the program all tuition and fees up to that point are non-refundable. Tuition will be required for a child who is taking time out. Tuition will cease for a child being removed from the program.

Special Needs

KDO makes every reasonable effort to accommodate special needs - physical, cognitive, and behavioral. Should a special need be diagnosed by a professional during the time a child is attending KDO, parents will meet with the directors to determine if KDO is a school that will continue to benefit the child. The KDO directors and teachers work closely with therapist and specialist with the consent of the parents. Should a child need to attend another program that would be better suited to address the special need(s) of the child, the directors can dismiss the child, or a parent can withdraw without 30 days written notice. While tuition and fees already paid cannot be refunded, KDO will not collect further fees or payment after the child's last day of attendance.

Potty Training

Children in our three-year-old classroom and Pre-K4 must be fully toilet-trained by the first day of school in August. Fully toilet-trained means that a child can verbally communicate the need to use the bathroom, have sufficient mastery over bodily functions to make it to a toilet in time, independently wipe, wear underwear, pull up/pull down clothing, have infrequent accidents. Teachers will assist your child if he/she has a potty accident. Please make sure your child has a spare change of clothes at school, including shoes. If your child is not fully potty trained upon entering a three-year-old classroom when school starts in August, you must notify the director in advance to discuss.

KDO does not provide potty training. KDO supports what the child and parents are doing at home, to the best of our ability. If you are considering potty training your child, please communicate in advance with your child's teacher and the director so that we have a plan to support your child's success. Parents are encouraged to use extended school breaks to potty train. As part of a child's toilet training, KDO asks that children practice using a plumbed-in toilet and practice on toilets outside of the home before coming to school in underwear. If a child only trains on a little potty or only at home, the school potty may be scary to the child, opening the child up for accidents and frustration at school.

Communication

Daily Updates

You will receive daily updates of your child's day through the ProCare App, as well as 1-3 pictures per day. Any important dates or information about the program will be communicated to you via email from the director or assistant director and through the ProCare App.

Teacher Conferences

If you would like a conference with your child's teacher, please feel free to schedule an appointment. If you would like the director present, please tell your child's teacher and she will make that time available so everyone can meet. Conferences are a time for you to communicate with your child's teacher regarding any concerns or specific questions you might have. We ask that you **not** address serious concerns during our pickup time with other children and parents present. Again, we want to give you the time and attention that you need to answer all your questions and concerns, while protecting your child's privacy.

Visiting the Program

We have an open-door policy, meaning you may visit our center at any time to check on your child/children without prior notice. For the safety and security of our students we ask that you check in with security at the south entrance/Welcome Center and have a member of security call for us. Please allow the director to accompany you to the classroom. If you have specific questions and/or concerns regarding your child's experience in KDO, please call or email the director at 713-620-6549 and hhoman@fpchouston.org.

Parent Involvement

What Can I Be Involved In As A Parent?

Parent involvement is the key to your child's learning and success in KDO. We encourage all of our families to take an active role by participating in the following events and activities.

- Read a story to a classroom
- Share a hobby or talent you have
- Be a library parent and gather books from library for class
- Help coordinate holiday parties
- Pray for our program
- Be a Room Parent

Emergency Plan

What Happens In The Event Of An Emergency?

Your child's safety is our primary concern. In the event of any emergency circumstance, the church will go on lock down. This means that no one will be able to enter or leave the building until the situation has been resolved. We know that this is un-nerving for parents but assure you that this is the best way to keep children safe. We will communicate with parents via ProCare App as soon as possible in all situations.

In any situation, our main goal is the safety of our children. We feel that practice makes all the difference in how your child will respond in the event of a real emergency. KDO practices drills for several scenarios including fire, severe weather, intruder and evacuation.

If you would like more information on what these drills consist of, please contact the director.

If we evacuate the students from the FPC building, students will be moved to St. Paul's Methodist Church located at 5501 Main Street.

Safety Drills, Security, and Cameras

In accordance with licensing, KDO students and staff will practice monthly fire drills, 4 Intruder/Active Shooter Drills, and 4 weather drills per calendar year. Drills are conducted with care, so as to not be distressing to students.

The FPC campus, which includes KDO, is monitored by hallway and outdoor cameras monitored by our security team. Magnetically locked doors protect access points to KDO classrooms. KDO teachers and FPC staff wear ID badges. All visitors to campus must check in with security at the Welcome Center and wait for permission or for an escort to access KDO classrooms.

KDO classrooms are outfitted with cameras and the feed from the classroom cameras are monitored in the KDO office. Cameras are used for internal surveillance purposes only and footage will not be made available to any non-staff member, such as parents and guardians, unless there is an allegation of abuse and neglect. Parents are not allowed to obtain or retain any portion of video footage. In the event that footage is shown to a child's parents following an allegation of abuse or neglect, the parents of all children captured in the camera footage will be notified in writing prior to sharing footage. The director(s) can explain notable behaviors and incidents captured by camera with parents at the discretion of the director(s).

Health

Health or Developmental Issues:

Student confidentiality is strictly enforced by the staff at KDO. If your child has a health or developmental growth issue that you feel you would like to share with the director, please make an appointment to discuss. Your child's development is our mission, and we will continue to look for ways to help him/her grow and flourish.

When Can I Send My Child Back to School After Being Sick?

Your child must be free of infections, fever, diarrhea, excessive green-runny nose, or excessive cough for a 24-hour period without the use of medication. If a child becomes ill in our care, we will notify you immediately and you will be required to pick up your child. Your child will be removed from the classroom and will remain in the office until you

arrive. Parents will be required to pick up a child if a child's temperature is 100+. If we become aware that a child was administered medication to lower a temperature or mask symptoms before the start of the school day, the child will not be admitted to school for the day. As required by Child Care Licensing, any child determined by the director(s) to feel too unwell to participate in the activities of the school day will be sent home.

What Happens If My Child Needs Rash Cream While at School?

We will apply rash cream to your child with prior written consent given on the General Release Form. All creams or lotions must be labeled with your child's name on it. Written consent must be on file in the office. If cream is not provided but consent is given, KDO will provide Aquaphor or A&D cream.

What Happens During Mosquito Season? Will KDO Apply Bug Spray To My Child?

KDO will not apply bug spray to your child, even with written consent due to the possibility of an allergic reaction. Bug spray must be applied to your child before arriving at KDO. Please do not apply bug spray inside of the church building.

Will KDO Apply Sunscreen to My Child?

KDO will not apply sunscreen to your child, even with written consent due to the possibility of an allergic reaction. Sunscreen must be applied to your child before arriving at KDO. Please do not apply bug sunscreen inside of the church building.

What Happens if My Child Needs to Take Medication During KDO Hours?

KDO will dispense lifesaving and life sustaining medication provided by the parent with a completed authorization form. The director or assistant director will dispense any medication according to the authorization form provided.

What immunizations are children in KDO required to have?

KDO is required by the state to have a copy of **current** immunizations of all admitted children by the date of admission. Admitted students must follow the proper immunization schedule. You can find out more information about the rules of the Texas Department of State Health Services at <https://www.dshs.texas.gov/immunize/school/child-care-requirements.aspx>.

Necessities

What Should I Pack For My Child's Day at KDO?

Each teacher will supply you a syllabus at Parent Orientation stating what she wishes for you to pack for your child. Below will give you an idea of what a teacher might ask for.

Infants

- Extra change of clothes
- Extra pair of socks and shoes
- 2 Bibs
- Diaper bag labeled with child's name
- Pacifier (if needed)
- Snack (If applicable to your child's food plan.)
- Lunch (Send a variety of food so your child may have choices.)
- Comfort item for rest time (if needed)
- Diapers labeled with child's name and last initial
- Pre-mixed bottles (Pack 1 extra than you think your baby will need.)

Toddlers through Pre-K

- Extra change of clothes
- Extra pair of socks and shoes
- Extra pair of underwear (for children who are potty trained)
- Backpack labeled with child's first and last name
- Snack (Goldfish, Graham Crackers, Fruit, Cheese, etc...)
- Complete balanced lunch (Meat, Fruit, Cheese, Crackers, etc...)
- Diapers or pull ups individually labeled with child's first and last initial for children under the age of 3.
- Comfort item for rest time (if needed)
- A blanket or all-in-one nap mat with attached blanket (suggested)
- Sippy cup/water bottle with water labeled with child's first and last initial

Do I Have To Label All Of My Child's Belongings?

You must label all of your child's belongings. **They must be individually labeled with the child's first name and last initial.** While this task can be quite tedious, it is for your child's safety and ensuring that all of your child's items are returned at the end of the day. We occasionally have more than one child in the class with the same first name. You can preprint labels with your child's first and last name in order to ease the labeling process. Please do not ask your teachers to label items for you.

Meals

What Should I Bring for My Child's Lunch?

It is the responsibility of the parent to send a lunch with your child as well as a separate snack for snack time. **All items that you bring must be free of any nuts, nut products, nut by-products.** State licensing and KDO encourages a nutritional lunch as we know well-balanced meals provide the food children need to grow, think, and fight infection. **State licensing requires that foods that present choking hazards must be cut appropriately.** For example, grapes must be quartered, as well as hotdogs, string cheese, bananas.... Teachers will not cut up food for students. KDO will ensure a supply of drinking water is available for the children throughout the day. (Please send a water bottle to school each day.) We do not offer beverages with added sugars except for a special occasion in which a parent may have provided the beverage.

What are Some Healthy Ideas for My Child's Lunch?

- Meat and cheese sandwich
- Pre-cut variety of fruits and vegetables (dried fruit is another idea)
- Rotate different kinds of breads (wrap, bagels, English muffins, pitas, etc...)
- Yogurt
- Variety of sandwich fillings (chicken salad, turkey/cheese, etc...)
- Pizza roll up
- Quesadillas
- **Pouches are strongly discouraged for children over 12 months.**

Formula and Breastfeeding

Because breastfeeding has been shown to be the best form of infant nutrition, KDO subscribes to the following policy:

- Breastfeeding mothers will be provided a place to breastfeed or express their milk.
- A refrigerator will be made available for storage of expressed breast milk for the day it is expressed, but will not store the milk beyond one day.
- KDO will hold off on giving a bottle to a baby if the mother is expected to arrive to breastfeed.
- Parents will provide instructions to the teacher on how to store, thaw, and dispense breast milk to the baby.

If you are providing baby formula, please adhere to the following policy:

- Parents will provide labeled bottles
- For health reasons KDO will not mix formula, so all bottles must be premixed.
- Refrigeration is available
- Bottles will be warmed using a bottle warmer to the appropriate temperature.

Bringing Things from Home

Please do not allow your child to bring toys from home unless requested by your child's teacher for a special event. These personal items are not easily shared but are easily lost. If your child needs a comfort item for naptime, you may bring one comfort item for rest time.

Separation Anxiety

What If My Child Is Having Trouble Adjusting To The Program?

This is very normal for children who are attending a program like KDO for the first time. They will go through separation anxiety during the first month or so. In order to ease the transition we ask that you do a quick drop off. Please hug your child and tell them that you love them and will see them soon. They will soon develop trust and security knowing that you will return as promised. It is important that you are consistent in bringing your child every day that they are enrolled. If severe separation anxiety occurs and the child cannot be consoled after 1 hour, we will call you to discuss how to proceed for the day. We may recommend that you consider only leaving your child for a half day for the first couple of weeks until they are adjusted.

KDO's Responsibilities

KDO Teacher Departure

We hire teachers with the intention that he/she will teach for a minimum of our August through May school year. If a teacher leaves her/his position during the school year, we will notify you in writing as quickly as possible. Teachers understand the importance of remaining with a class for an entire school year, but sometimes unforeseen situations arrive.

Adult/Teacher Vaccinations

KDO requires that staff be immunized against Influenza and Whooping Cough. Staff will use gloves as a safety precaution and any staff exhibiting fever, excessive coughing, diarrhea, and/or vomiting will be sent home immediately and not allowed to return to work until the staff member is free of these symptoms for a minimum of 24 hours.

Training our Teachers

We hire qualified teachers to nurture and grow your children. Each teacher is required to complete 24 hours of professional development training annually on various topics relating to early childhood education. We meet every school day before school to have prayer.

Student Files

Student files will be made available to parents upon request.

Animal Free Center

We are an animal free center. We do not have classroom pets. We do have an aquarium that is maintained from an outside source.

Childcare Licensing

You may contact the local Child Care Licensing office at 713-851-6850. You may ask for the most recent licensing inspection and report for KDO.

You may obtain information regarding other operations in the area by accessing www.txchildcaresearch.org

Abuse and Neglect

If you suspect a child is being abused or neglected, call 1-800-252-5400 to make an anonymous report.

Minor and Major Accidents

Will I Be Notified If My Child Is Hurt Or Injured?

We will treat any minor scrapes, burns, bumps, or bites with the application of water, ice, and/or bandages. If the injury is something we feel needs your immediate attention you will be notified immediately. We will fill out an incident report on our ProCare App.

In the event of a major accident, if your child needs emergency medical treatment, we will call an ambulance first and have your child transported to Texas Children's Hospital, unless otherwise directed. We will then call you and/or your emergency contact. The director will accompany your child to the emergency room with all the contact and medical information. If necessary, a CPR trained teacher or director will provide CPR until the medical ambulance arrives to assist in the care of the child.

Texas Children's Hospital
6621 Fannin
Houston, TX 77030

Birthday Celebrations

We ask that you notify your teacher in advance regarding scheduling a special birthday celebration for your child. **All items that you bring must be nut-free.** Please do not bring balloons.

Closings

How Will I Know If KDO Is Closed If The Weather Conditions Are Severe?

You may check the morning news for HISD closings. If HISD closes due to severe weather we will be closed. A message will be sent through the ProCare App regarding the closure.

The KDO director reserves the right to close KDO either early or altogether should the director deem the weather and/or the facility to be unsafe or unsuitable to remain open. A notification in ProCare will be sent.

KDO will refund tuition for a closure due to a failure of the facility. KDO will not refund tuition for weather closures. We will not make up days for KDO emergency closings resulting from either weather or a failure of the facility.

What Holidays Will KDO Be Closed?

Labor Day
Thanksgiving Week
Christmas Break
MLK Day
President's Day
Spring Break
Good Friday
Monday after Easter

Gang Free Zone

KDO at First Presbyterian Church is a gang-free zone. The gang-free zone is within 1000 feet of KDO. Any gang-related criminal activity within 1000 feet of KDO is in violation of the law and subject to increased penalty under state law.

Policy Changes

What Happens If A KDO Program Policy Changes?

We set our policies and fees to run for the school year, August through May. We do however reserve the right to change or revise any of the above-mentioned policies. We will try to give you a one-week notice via email and ProCare of such changes.

Resources

The following resources are available for parents with questions about KDO's Minimum Standards set by the state of Texas or policies given by First Presbyterian.

The Food Allergy and Anaphylaxis Network

www.foodallergy.org

Childcare Licensing

www.txchildcaresearch.org

KDO's local licensing office 713-850-6850

(If you should have any questions about our inspection reports.)

The Child Abuse Hotline 1-800-252-5400

First Presbyterian Church

www.fpchouston.org

Contact Information

Kid's Day Out

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