



Parent Handbook

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GLOBAL KIDS PRESCHOOL

PARENT HANDBOOK

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PHILOSOPHY

We believe that these early days in a child's life are fundamental to establishing patterns for their future growth and learning. In our school, children feel loved and important. We create a stimulating environment to inspire in them that learning is fun and their curiosity is rewarded. Having a positive approach to every situation helps children feel good about the world and their place in it.

WHAT TO BRING

Please be sure to label everything with your child's first name and last initial. It's best to dress in clothes that are easy to play in and ok to get messy.

We have a special fund-raiser agreement with Mabel's Labels. If you order labels for your child's clothes, water bottles, etc with them- please go to campaigns.mabelslabels.com and type "Global Kids Preschool" in the text box. A percentage of your order will go towards the Parent Committee Fund.

Infants	Toddlers	Preschool/ PreK
Diapers & Wipes	Diapers & Wipes	Pull-ups if needed
Extra clothes in a gallon size ziplock bag with name labelled	Extra clothes in a gallon size ziplock bag with name labelled	Extra clothes in a gallon size ziplock bag with name labelled
Bottles/ Sippy cups	Water bottle/ Milk in Sippy Cups	Water bottle
Milk/Formula/Food	Lunch and 2 snacks	Lunch and 2 snacks
Sleep sack is optional	Blanket for nap time	Blanket is optional

TUITION

Tuition is due on the 1st of the month.

Late fees will begin at a rate of \$10 per day on the 2nd of the month.

Continued attendance is not possible if balance is not paid by the 15th of the month.

Refunds, discounts and credits will not be issued for absences.

Late pick up fees are \$10 per 15 minutes.

Drop-in care can be reserved with a 24 hours notice. (If space is available.)

All tuition payments are non-refundable.

SIGNING IN AND SIGNING OUT

Please sign in and out using the QR code everyday. We use Brightwheel to send our daily reports and you will be able to see how your child is doing.

Your child can only be picked up by:

- Parents and Legal Guardians

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- A person that have been given permission in writing from parents or legal guardians
 - A person that is over 18 years old
 - A person with a valid photo ID

OPEN HOURS

We are open 7:00am to 6:00pm Monday to Friday. Parents are welcome to enter the school and visit their child anytime during our open hours. You will receive a text invite to set-up your profile in the August Home app after enrollment. This app opens the smart lock on our front door. The door automatically locks after 30 seconds. If you have any trouble getting started please ask any staff member for help.

ENROLLMENT/ATTENDANCE

Children are enrolled as spaces become available. Priority is given to siblings and full-time students. All enrollment documents, immunization records, statement of health and tuition payments must be submitted before the first day of care. Before ending care, we ask for two-weeks notice.

If your child will be absent due to illness, vacation or any other reason, please mark them “absent” on the Brightwheel app. There is no attendance requirement for enrolled students, but it is helpful for teachers to know when there is a planned absence.

HOLIDAYS/CLOSED DAYS

Please find our annual schedule that lists all holidays and closed days on our website at: gkpreschool.com/events

WEATHER & OUTDOOR PLAY

Outdoor play is an important part of the child’s day and we go outside in all types of weather. “There is no such thing as bad weather- we just need the right clothes.” Please make sure your child has the appropriate clothes, jackets, gloves, boots, etc for the season.

We provide sunscreen (Coppertone Waterbabies) and insect repellent (Cutter Natural). We recommend that you apply sunscreen to your child in the morning before arrival and we will reapply during the day as needed.

For weather-related delays and closures, we follow the decisions of Round Rock ISD.

PHYSICAL ACTIVITY

Physical activity opportunities are provided with:

- extended outdoor playtime (2 planned hours for toddlers, 3 planned hours for preschool and prek students)
- Dance/PE classes (provided to all children at no additional cost)
- indoor playtime with ball pits, climbing tunnels and varying equipment according to age group

SCREEN TIME

Children 2 years old and younger will have no screen time during the school day. Children 3 years and older may have very limited screen time under the following conditions:

- screen time is related to the topic/project that the children are working on
- screen time is limited to 15 minutes or less
- screen time is a digital book
- Once a year, during the week before winter break we will have a pajama day and watch a G-rated movie in the classroom.

FAMILY PARTICIPATION

Parents/Guardians are encouraged to participate in their child's experience at GKP in a number of ways:

- Room Parents: Volunteer as a room parent and help plan and organize special events, fundraisers and large scale projects for our preschool.
- Book Reader: sign up to read to our students during literacy week (or any time during the school year)
- Culture Ambassador: Share your family's culture by reading books, organizing holiday celebrations or bringing foods, crafts and traditions for our students to experience.
- Weekend events: Meet-up days are scheduled throughout the year. These are great opportunities to meet other families, let the children play with friends and explore exciting spaces in our area.
- Facebook Group: Please join the GKP Families group on Facebook. This is a great place to get updates, build community and share ideas with other families.
- We have an online Family Directory. If you would like to participate just fill out the shared google form link. The Family Directory is accessible on our website. The password is updated and sent regularly via Brightwheel message.
- Linktree: <https://linktr.ee/globalkidspreschool>

CONFERENCES/ASSESSMENTS

Parent/Teacher conferences are schedule twice a year, in the Spring and Fall. This is a chance to discuss your child's development. Teacher's monitor progress using the Developmental Goals for their age group and complete assessments twice per year in December and May. Please refer to the GKP Annual Calendar for scheduling/ planning.

LANGUAGE SUPPORT/ ACCOMMODATIONS

If your child understands/speaks a language other than English, please provide us with a list of phrases and words in your native language. For example: water, lunch, potty/diaper, "mommy is coming back later" etc. The majority of our classroom instruction is in English, AND our bilingual/multilingual teachers are encouraged to share their language(s) with the children in their classroom. We want all of our school community members to feel proud to share their culture and language with others.

Many minor accommodations are implemented throughout the day to meet the varying developmental needs of our students. Accommodations can be broken into two categories:

1. accommodations to the preschool class environment or the manner in which children perform essential functions of the school routine (example: students with vision needs are sat closer to teacher during story time)
2. accommodations to the curriculum and activities that ensure all students can enjoy the benefits of the activities.

The limitation on the preschool's obligation to provide accommodation is that no such change is implemented if it would cause undue hardship to the preschool. Undue hardship refers to financial difficulty as well as to changes that would fundamentally alter the philosophy or operation of the preschool. We will assess on a case by case basis where a particular accommodation would cause undue hardship.

MEALS

Parents/Guardians provide all milk, formula, meals, snacks for their children. We are able to refrigerate breastmilk and prepared bottles for infants and toddlers. We can warm infant bottles and small jars of food in bottle warmers. We cannot warm food or drinks in the microwave. If you would like to pack warm food we recommend using thermos containers or warmed gel packs.

- Please bring a clean bottle or sippy cup for every serving of milk/formula/breastmilk for your infant or toddler. We will not be responsible for cleaning and sanitizing bottles/cups. Take home the used containers at the end of each day and bring a clean set on the following day.
- Please only bring meals and snacks for your child for ONE DAY. We do not store milk, formula or food on site.
- Nursing mothers are welcome to nurse their child anytime during the school day.
- Parents are responsible for meeting their child's nutritional needs.

LUNCH SERVICE

A local restaurant Sano Distrit provides fresh warm lunches to our children. To sign up for the lunches:

1. Sign up using their provided Google Form (sign up by Sunday to ensure delivery for the following week)
2. Send a payment to them via Zelle using instructions provided on the form.
3. Lunches will be delivered daily at 11:00am.

REST TIME

Children's sleep and rest needs vary. We support on-demand sleeping/resting for infants under 12 months.

Children older than one year will have scheduled rest time in their classrooms.

- Cribs and sheets are provided **for infants** under 12 months old. According to our Safe Sleep Policy infants will not use loose blankets but you can bring a sleep sack if you choose.
- **For toddlers** (12-2 years old) sleep cots and sheets are provided. Please bring a blanket for nap time. Blankets can be taken home for washing at the end of each week.
- **For children** (3-5 years old) sleep mats and sheets with attached blanket are provided. You do not need to bring anything for nap time. At this age children may be outgrowing their naps. To provide quiet time for

children that are napping- all students will lie on their mats and rest for the first hour. If they are not sleeping for the second hour they can do quiet activities. Licensing requires that all children in care for more than 5 hours are offered a rest period. We cannot and will not attempt to keep awake a child that is tired.

JEWELRY

To avoid choking, suffocation, and loss of valuables- please do not have children wear any jewelry to school. Global Kids Preschool is not responsible for any jewelry that is lost when your child is in care.

ILLNESS AND EXCLUSION POLICY

Children/Staff must stay at home if they have any of the following symptoms/illnesses:	Readmission Criteria
Ear or Oral temperature of 101 or higher	24 hrs fever free without medication
Underarm temperature of 100 or higher	24 hrs fever free without medication
Conjunctivitis (Pink Eye)- redness of the eye or lids, usually with secretion of yellowish discharge and crusting	Effective treatment and approval/note from a Doctor
A Rash you cannot identify that has not been diagnosed	Effective treatment and approval/note from a Doctor
Diarrhea- two or more times within the past 24 hours	12 hrs symptom free
Vomiting within 24 hours	24 hrs symptom free
Any contagious disease including Measles, Chicken Pox, Mumps, Roseola, Impetigo, and Strep Throat.	Approval / Note from a Doctor
Head lice	After treatment with medicated shampoo/lotion. No nits present
Influenza	After fever subsides
Any illness that prevents the them from participating comfortably.	Individual is ready to participate in all indoor and outdoor activities

Children's exclusion and readmission is subject to review. If your child has a chronic illness or disability please discuss this so that reasonable accommodations may be made. Children may return to school if they are fully able to participate in the regular activities of the day, including outdoor time.

Please see our most recently updated COVID19 policy for guidance on exclusion and readmission

MEDICATION

If Medication needs to be administered at school please ensure the following guidelines are followed:

- Medication must be in original container with a PRESCRIPTION LABEL

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- The label must include the child's name, dosage instructions and expiration date
 - Parents/guardians must sign a form giving us permission to give medication
 - Medication is given will be documented on the permission form and the daily report on Brightwheel.
 - Short term medications can be brought daily- but must be handed directly to teacher and not left inside backpacks where they are accessible/reachable by children.
 - Long term medications (inhalers/ Epi-pens) will be stored in our medication storage area until they expire. The medication cabinet is accessible to all staff and located in the Red Room.
 - All employees are trained on how to properly administer an epi-pen injection
 - If an epi-pen is administered GKP will notify the child's parents, physician and Child Care Licensing, and Texas Health Department within 10 days.
 - Medications that are left at the center after your child has graduated, will be disposed of.
 - The following products will be handled as medications:
 - over the counter pain relievers (acetaminophen, ibuprofen, aspirin)
 - infant teething tablets
 - daily gummy vitamins
 - numbing teething gel
 - prescribed skin care (lotions, ointments)
 - probiotic powders, nutritional supplements

If you unsure about sending any product please ask the director. We recommend that medications are given at home whenever possible.

IMMUNIZATIONS/HEALTH SCREENINGS

Children must be fully immunized according to the schedule from the Texas Department of Health. If your child is unable to receive immunizations for a medical reason, please provide a note from their doctor and an Original Certified Exemption from the State of Texas. Global Kids Preschool does not enroll families that choose to not immunize their children based on personal beliefs.

All staff are appropriately vaccinated for their age.

Children 4 years and older must complete a hearing and vision screening and provide a copy of the results by May 1st of each calendar year.

EMERGENCY PROCEDURES

In the event of an emergency we will contact parents/guardians and emergency contacts using the information provided at enrollment. Please be sure to update this information as needed.

In the event of an emergency that requires evacuation, we will relocate to Kingdom Heights Christian School.

If your child has an urgent need for immediate transportation to a hospital we will arrange this.

All caregivers are CPR/First Aid Certified.

ANIMALS AT THE SCHOOL

We have small fish and a guinea pig on site. Please let us know if your child has any allergies or conditions that would be affected by having contact with these animals.

Parents will be notified by Brightwheel message if we welcome any future animals to our preschool.

BITING POLICY

Although it is not uncommon for very young children to bite, it is a behavior that is taken very seriously, and is strongly discouraged. Whenever a child is bitten, the teacher's first priority is to care for the injured child. The wound will be washed and treated with an ice-pack. The parents will be contacted immediately.

When children under the age of 3 bite, it is generally out of curiosity, affection, ownership, or because of teething. In the instance of these youngest children, teachers will closely monitor the situation, hoping to intercept the next incident before it happens, accompanied by a stern "NO." If the biting becomes a chronic problem, then it may be necessary for the child to withdraw from the program. When children are 3 years or older, biting is less common.

When an older child bites, our policy is:

- 1st offense- The child who bites will be immediately removed from the group. Parents will be notified and the child will need to go home for the rest of the day.
- 2nd offense- The child's parents will be asked to keep their child at home for three school days. During this time we encourage families to talk to their children about appropriate ways to express their feelings and remind them that we can never bite other people.
- 3rd offense- The family will need to find alternative child care. Their enrollment will end and tuition for missed days of school will not be refunded.

SUSPENSION/EXPULSION POLICY

Suspension, expulsion or exclusion will only be used as a last resort in extraordinary circumstances where there is a determination of a serious safety threat that cannot be otherwise reduced or eliminated with reasonable modifications following the Discipline and Guidance Policy. Strong partnerships with families and teachers along with developmentally appropriate practices and expectations can create safe and healthy environments. Our policy aims to eliminate bias and discrimination so all young learners have the opportunity to enjoy Global Kids Preschool.

DISCIPLINE AND GUIDANCE POLICY

1. Our staff utilize discipline that is:

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

2. Our caregivers only use positive methods of discipline and guidance that encourage self esteem, self-control, and self-direction, which include at least the following

- a. Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior;
- b. Reminding a child of behavior expectations daily by using clear and positive statements;
- c. Redirecting behavior using positive statements; and

d. When necessary we will create an Individual Behavior Plan together with Lead Teacher, parents and administration.

3. Our staff will never use harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- a. Corporal punishment or threats of corporal punishment;
- b. Punishment associated with food, naps or toilet training;
- c. Pinching, shaking or biting a child;
- d. Hitting a child with a hand or instrument;
- e. Putting anything in or on a child's mouth;
- f. Humiliating, ridiculing, rejecting, or yelling at a child;
- g. Subjecting a child to harsh, abusive or profane language;
- h. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

REPORTING ABUSE AND NEGLECT

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Confidential reports can be made by calling 1-800-252-5400. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

GANG FREE ZONE

Our preschool is a gang free zone extending 1000ft in all directions.

TRANSPORTATION

We do not provide any transportation nor do we take off-site field trips during the school day.

WATER PLAY

- All ages of children enjoy sensory activities using water throughout the year.
- During summer months we use misters on our playground to keep the children cool.
- We may have Splash Days when the weather is warm. Parents will be notified of these on the Brightwheel App. On Splash Days the children can play with sprinklers, flowing water, and sensory tables at standing height filled with water.
- Wading pools, ground level sensory tables or any standing water that children could sit or stand in, are prohibited.

NOTIFICATIONS

Families will be send notifications: in-person, posted in building, posted on gkpreschool.com and sent via email or Brightwheel Message. In the event of an emergency/weather delay/urgent situation you may receive information via text. Serious injuries will always be notified by phone call.

Updates to calendar, fees and handbook policies will always be sent in writing.

All policies are reviewed annually.

Parents/Guardians may send feedback anytime during the year. Feedback can be submitted anonymously via our End of Year Survey sent each May.

Parents/Guardians can update contact information on Brightwheel at any time. Please also notify us of any changes so we can update our printed copies.

TUITION ASSISTANCE

We participate in the CCS program with Workforce Solutions. Through this program we offer reduced or free tuition for families that qualify. Please apply through your local WFS office. Employees of GKP are eligible for tuition discounts after completing their 90 day probation period.

COMPLIANCE

As a Licensed Child Care Center we maintain compliance with all of the Minimum Standards from the State of Texas. Following these standards keeps children safe. The results of our most recent inspections and our licensing information are posted in our entry way. Families are encouraged to view them and become familiar with the TX Health and Human Services website to view the inspection history for us and all future care providers. Copies of inspection results are available by visiting <https://www.hhs.texas.gov/providers/protective-services-providers/child-care-regulation> or calling 512-369-7000.

ATTACHMENTS

- Annual Tuition/ Schedule Options
- Developmental Goals
- Parent Resources

Handbook Acknowledgment

I have received a copy of the Global Kids Preschool parent handbook and agree to the terms within.

Parent Signature:

Date:

Parent Orientation Checklist

- Tour the school
- Meet the teachers & directors
- Go over the daily routine
- Learn about outside time and "dressing for the weather"
- Discuss what to pack for snack and lunch time
- Learn about communication options
- Find out about upcoming events
- Learn about parent-teacher conference plans
- Find out about absences and vacation policies
- Get a copy of the Developmental Goals for your child's age group
- Learn about pick-up and drop-off procedures
- Talk about weekend field trips and enrichment activities
- Ask any questions you may have