PARENT
HANDBOOK

Krunchy
Kidz
Association

A crunchy learning community

www.krunchykidz.org

WELCOME

We are so excited that you have decided to join the KKA family! We look forward to working together with you and your child to ensure they have the best learning experience.

You have received this handbook so that you and your family can become familiar with our procedures and policies. Understanding our terms and conditions will help us to provide the best educational services for your child and to build a long term community that will help aid in your child's success. Please read over our policies, and initial next to each number, then sign the acknowledgement page in the back. Please return the acknowledgement page to our center upon completion to complete your membership process. The book is yours to keep! Thank you.

HOLIDAYS

KKA Follows the PISD Calender Schedule

With the exception of most in-service days, KKA will be closed on the same holidays as the PISD schools. A letter will be sent in advance to inform all families of whether or not the learning center will be open for in-service holidays.

Seasonal School Breaks

School holidays that last a week or more will not result in the learning center being closed the entire week. If KKA should ever shut down for a week, a notice will be given so that families have plenty of time to make arrangements. This does not include the event of an emergency situation.

CALENDAR

Please check the monthly calendar that will be sent via email every month to stay informed on any upcoming holidays that may affect operation hours.

POLICIES & EXPECTATIONS

01

Dress Code

Please dress your child in comfortable/appropriate clothing and close-toed shoes. While we do take off our shoes at times, we want to make sure that your child has on shoes that are safe to run, jump, and play in and eliminates the possibility of an accident or injury. Please do not send your child to school with barrettes and/or hair clips that can be a choking safety hazard to the smaller children. Such accessories will be removed. Please send your child with two sets of clothes to change into in case they have an accident or need to be changed for whatever reason. Please label anything that you send with your child.

02

Outside toys, etc.

Please keep any toys from home at home. The children have plenty of toys in their home rooms to entertain them throughout the day. The available toys in their rooms also serve as tools for our curriculum and eliminate anyone from feeling left out, and also eliminates disputes from occurring. Keeping personal toys at home also helps your child's caregiver to smoothly implement the expected schedule and curriculum without unnecessary disturbance

03

Medical

If your child is absent due to illness, your child may not return back to school without an official doctor's note that states a diagnosis of the illness. If your child is sent home with a fever, they must remain absent from the daycare for 48 hours. Vaccine Affidavits are accepted. In this establishment, we are pro choice when it comes to vaccinations. If your child receives vaccinations, it is required that your child remain absent from the school for 48 hours to reduce the risk of spreading the injected virus while shedding is taking place. If your child is vomiting, they must stay home, or will be sent home should vomiting occur at school. If your child has 3 cases of diarrhea within an hr, they must stay home or be sent home.

04

Membership and Late Fees

All weekly membership fees are due no later than the Friday prior to the serviced week. Any late payments will result in a $30 late fee and the total balance must be paid by 6 a.m. on Monday morning in order for membership to be effective. KKA operations are from 7:45 am to 6 pm. In order to avoid a late pick up fee, please pick up your child by 5 pm. Any child left at school past 5 pm will be charged $15 the first 5 minutes of late pickup and $1/minute after that. Please note that any absent or vacation days will not be credited. Your membership fees must be paid regardless of absence or holidays in which KKA is closed. Your membership fees hold your space as a member and will not be adjusted unless there has been approved communication. A 5 day vacation credit is given to families who have been consistent members for 1 year.

05

Withdrawal

At KKA, we require a 30 day notice should you choose to withdraw your child. Failure to give the required notice will result in a 30 day remaining balance that you will be responsible for.

*All credits must be approved and use prior to the 30 day withdraw period. Once a withdraw form is submitted, all credits are waived.

POLICIES & EXPECTATIONS

07

Potty training

At Krunchy Kidz Association, we do offer potty training assistance. If your child is potty training, you are required to provide pull-ups, and training underwear in case of accidents. We have a frequent potty schedule and love to encourage our friends who are still learning how to use the pot. We give stickers and stamps to affirm our potty trainers and lots of hurrays and applauds when a successful potty transaction takes place.

08

Suspension & Termination

Krunchy Kidz Association reserves the right to suspend or expell any parent for the following behaviors:

-Aggressive and/or violent communication and actions.
-Consistent rude engagements
-Obstruction of business
- Failure to follow policies
-Failure to make payments and no attempt at communicating the cause or seeking a solution

In addition, a child may be suspended or expelled for the following behaviors:

-Consistent violent or aggressive behaviors towards other children or staff.
-Negative behavior patterns that disturb the peace of the other children and staff of the daycare.

09

Tolerance policy

Krunchy Kidz Association will make a few attempts to resolve any issue before suspension or termination of a membership. The staff is trained to use several methods to redirect a child and enforce positive behavior before the decision to suspension or expell a child is reached. We will also work with the child's parents to come up with solutions to help the child. However, most solutions start at home. We can only reinforce. If we find that no efforts are being made at home to break negative behavior patterns and the safety of other children and staff continues to be a concern, the membership will be revoked.

The following steps are taken for both children and parents if there is a repetitive issue:

1. Verbal communication
2. Written communication
3 Phone Call
4. In Person Conference
5. Suspension or termination depending on the seriousness of the matter (Determined by Director Jasmine Hughes)

Please understand that violence from a parent will result in immediate termination.

10

Pets

KKA is a cat friendly home. We have 4 sweet kitty cats that are kept in Ms. Jasmine's bedroom for the duration of operation hours. Their names are Celeste, Niko, Sable, and Onxy. All of their vetting and records are up-to-date. They are all very sweet with the kids and will sometimes be taken out to enhance the learning process. Please let us know if your child or a member of your household is allergic, so we can be sure to have the cats in a separate room when your child or family member is present.

11

Krunchy Kidz Association

Krunchy Kidz Association is a nonprofit private learning center for ages 3-3rd grade. We operate on donations and membership fees. Our operation has surveillance. In addition, we are proud partners with Lillio who provide us an app to keep parents posted on their child's learning experience

LIABILITY PRECAUTIONS

01

CODE OF CONDUCT AND DISCIPLINE PROCEDURES

At KKA, we believe in helping children through communication to understand their choice, the consequences thereof and how they can make better choices next time. We do not administer time outs or any physical discipline. We prefer to use methods that will best support your child's emotional and mental needs and development.

02

CHECK IN AND CHECK OUT

No child is allowed to enter or leave the learning center on their own. All children must arrive and leave with an authorized adult- checking in and out upon arrival and departure.

03

PICTURE AND INTERNET POLICY

All pictures taken in the learning center are subject to being used on Krunchy Kidz Association's website, social media or marketing. Please sign below if you do not consent to your child's picture being posted on KKA platforms.

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ACKNOWLEDGEMENT

I, (full name), acknowledge that I have thoroughly read the parent handbook in its entirety and agree to all codes, policies and procedures necessary in order for my child to be a member of Krunchy Kidz Association.

Thank you!

Signature:
Date: