

# *Kicks & Giggles Daycare Academy*

## *Parents Handbook*

*12130 Antoine Drive*

*Suite B*

*Houston, Texas 77066*

**281-397-0566**

The Parent Handbook will be reviewed annually and updated if necessary.  
Changes to the parent handbook will be conveyed to parents.



Revised 2025

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## Welcome

We are glad that you chose Kicks and Giggles Daycare Academy. We feel honored that you have chosen to enroll your child/children with us.

Kicks and Giggles Daycare Academy takes pride in offering a diverse program, which allows your child/children to explore their natural abilities and academics in a rich nurturing environment through supervision.

We look forward to meeting you and your child/children as we embark on this new endeavor to prepare your child/children for development.

## Our Mission

Kicks and Giggles Daycare Academy operates an early intervention child development center for infants, toddlers and preschoolers. Children are given freedom to explore, experiment, and make choices through careful supervision. The Program encourages participation and visitation so they can observe personally the activities in the classroom at any time. Here at Kicks and Giggles Daycare Academy, our main focus is education for the future.

## Curriculum

Here at Kicks & Giggles Academy we use an emergent curriculum that builds on the interests of the child. We understand that each child is different and tailor our lessons to be development approved for each age group. We cover the domains of: social emotional, language communication, literacy: reading and writing, math, science, social studies, fine arts and physical development.

## Fees and Payment Policies

Tuition Rates are posted at the parent resource area for your convenience. Tuition rates may fluctuate to match market rates and any changes will be conveyed to parents 30 days in advance.

Your fee is \$\_\_\_\_\_ weekly. We accept checks, cash, debt, credit card and money order, we also accept Neighborhood Center (NCI).

Tuition: All fees are due on each Friday for the upcoming week. Late Fee payment of \$30.00 will be charged on Monday at 12:01 p.m. After 12:01 p.m. on Monday there will be a \$30.00 late fee plus \$5.00 per day until paid in full.

**FULL WEEKLY TUITION IS DUE IF YOUR CHILD IS PRESENT TWO OR MORE DAYS OF THE WEEK. If your child is here one day the Fee is 50% of their weekly rate. If your child is absent for the whole week, there is a 40% holding fee per week.**

All returned checks will have a \$35.00 additional fee to them. Once a household check has been returned they will no longer be able to pay fees by check.

If you have an emergency whereas the child cannot attend school, the center needs to be informed immediately.

Each January, you will receive a year-end statement for the fees you have previously paid. This statement will contain the center's Tax ID number for your tax purposes. There is a mandatory registration fee of \$30.00 per family. Individuals are not enrolled until all paperwork is completed and fees have been paid. **"MONEY IS NONREFUNDABLE"**.

### **Refund Policy:**

Refunds will be under the discretion of the owner.

## Items Needed During Enrollment

1. Kicks and Giggles childcare application.
2. Copy of current immunization record.
3. Current wellness check by physician.
4. \$30.00 Registration Fee.
5. Parent's current ID.
6. Infant feeding information sheet.
7. Signed Parent Handbook
8. Family Photo

## Hours of Operation and Late Fees

The hours of the facility are 6:00 a.m. to 6:30 p.m., Monday through Friday. If your child is not picked up by 6:31 p.m., you will have to pay a late fee of \$10.00 plus \$1.00 per minute until child/children are picked up. The fee is per child and due upon pickup.

The following Holidays that the center will be closed:

- ❖ New Year's Eve (Close at 1:30 p.m.)
- ❖ New Year's Day
- ❖ Good Friday
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Thanksgiving Day
- ❖ Day after thanksgiving
- ❖ Christmas Eve
- ❖ Christmas Day

Kicks and Giggles Daycare reserves the right to change or cancel any of the Holidays with prior notice, there will only be a maximum of ten Holiday Days per year.

Kicks and Giggles open door policy welcomes the parent to visit their children during business hours without prior notice.

## Inclement Weather

If the center is closed due to an emergency/weather etc., we will notify you as soon as possible through email.

## Food and Nutrition

Kicks and Giggles will provide breakfast, lunch, and evening snacks at no additional cost to parents. The center is currently on the Food Nutrition Program, which is governed by the State of Texas. In your child's enrollment application there is an application for the Food Nutrition Program. We will serve well balanced

meals to each and every child. Kicks and Giggles ask that you refrain from bringing outside food. We ask that when filling out the Food Allergies sheet please fill it out completely with documentation from their physician to be entered in their file. We will serve meals at the following times.

- Breakfast: 6:30 a.m. to 8:30 a.m.
- Lunch: 10:30 a.m. to 12:00 a.m.
- Snack: 2:00 p.m. to 3:00 p.m.
- Dinner: 4:00 p.m. to 5:00 p.m.
- ❖ Mothers that need to breastfeed their babies please note we provide a comfortable seat for you to do so in the infant room.
- ❖ Menus will be posted on our Parent Wall

### Health Online Resources:

Breastfeeding Help Sources:

[http://houstontx.gov/health  
/WIC/documents/clients-help-sources-handout-20180726.pdf](http://houstontx.gov/health/WIC/documents/clients-help-sources-handout-20180726.pdf)

Farm Fresh Resource

[http://squaremeals.org/fandNResources/TexasFarmFresh/GardenBasedLearning  
.aspx](http://squaremeals.org/fandNResources/TexasFarmFresh/GardenBasedLearning.aspx)

Oral health Resource:

[http://www.healthychildren.org/programs/English/healthy-living/oral-health/Pages/  
default.aspx](http://www.healthychildren.org/programs/English/healthy-living/oral-health/Pages/default.aspx)

Healthy Child Care Texas Resource:

[http://www.texasaeyc.org/program/healthy\\_child\\_care\\_texas](http://www.texasaeyc.org/program/healthy_child_care_texas)

Health Benefit Resources:

<http://www.texaschildrenhealthplan.org/what-we-offer>

ECI Resources:

<https://hhs.texas.gov/services/disability/early-childhood-intervention-services>  
<https://www.cdc.gov>

Screen Time Resource:

[https://www.healthychildren.org/English/family-life/Media/Pages/Where-We-Stand  
\\_TV-Viewing-time.aspx](https://www.healthychildren.org/English/family-life/Media/Pages/Where-We-Stand-TV-Viewing-time.aspx)

## Drop off and Pick Up Procedures & Late Pick Up Procedure

- ❖ Drop off is preferred before 8:30 AM, however feel free to drop off at any time.
- ❖ Pick up is by 6:30 PM; at 6:31 PM a \$10 late fee charge will be applied and \$1 per minute thereafter.
- ❖ Notify center in case of illness.
- ❖ Do not send your child with any candy, gum, or toy unless it is a special occasion and permission is granted.

## Child Release Policy

Your child will only be allowed to leave with an authorized person whose name is on file prior to pick up. The name of the authorized person with valid identification will be required. Identification will be asked upon arrival before the child is released to any individual. **THIS WILL BE STRICTLY ENFORCED FOR YOUR CHILD/CHILDREN'S SAFETY!!!!!!**

## Child Absences

Please call the day of your child's absence.

**FULL WEEKLY TUITION IS DUE IF YOUR CHILD IS PRESENT TWO OR MORE DAYS OF THE WEEK.** If your child is here one day the Fee is 50% of their weekly rate. If your child is absent for the whole week, there is a 40% fee per week.

## Expectations of Center to Parents/Guardians

- Treat each child with respect.
- Reports will be sent home describing the child's day/week that will include rest time, eating schedule, and/or potty training.

## Challenging Behaviors

Kicks and giggles wants to make sure that your child or children have the type of educational environment that will maximize his or her learning potential, in order to provide your child with opportunity, it is important that a discipline plan is followed at all times.

In alignment with child care licensing minimum standards for discipline and

guidance, Kicks and Giggles will address discipline and guidance in a manner that is age for the child's level of understanding and conducted in a consistent and positive manner.

Director/teacher always encourages each child to make appropriate choices and sometimes uses the 'calm down" and "think about it" area for children to take a moment away to calm down. Also, to give reminders of the classroom expectations. Director/teacher is trained to help children with practices that help them calm down, process choices and redirection. Redirection will be provided in a way that is not humiliating or degrading but guided towards teaching the child acceptable behavior and self-control skills.

In cases where there is an issue of constant inappropriate behavior, parents will be required to attend a parent/teacher/director conference to outline and agree on a behavior modification plan for the child. The progression of the child's

behavior will be documented and is put in the child's file. Follow up communication will be made with the parent daily until the issue is resolved. If for some reason the inappropriate behavior doesn't change the director/teacher may ask the parent to keep the child home for a few days. Director/teacher will always work with the parent to help support the child's developmental needs in the classroom so they can have an enjoyable and safe learning environment.

Refer to Operational Discipline Guidance Policy in student application packet\*

## Withdrawal from Program

Termination of agreement by either party must be in writing and discussed 2 weeks in advance. Termination consists of:

1. Verbal Warning
2. Write Up
3. Termination

## Immunization and Illness Policy

In accordance with the state law, you will be required upon admission of your child/children to submit a statement certifying their immunization record. A listing of any special health needs and the name of your child's physician must be provided. You must have all immunizations records at the time of registration.

Every child will be observed for symptoms of illness and abuse. Any child showing symptoms of illness will be separated from the group; if his/her appearance warrants, the parents will be notified. Temperatures of 100 degrees Fahrenheit or above, diarrhea or vomiting are examples of illness that will result in the center contacting the parents/guardian. Upon contact with the parent/guardian the child is to be picked up

immediately. If any child shows evidence of abuse, the Texas Department of Family Protective Services will be notified.

Staff will be trained yearly on identifying abuse and neglect. For more information on abuse and neglect please refer to License website at [www.DFPS.State.Tx.us](http://www.DFPS.State.Tx.us)

If a child is seriously injured or becomes seriously ill, the center will administer CPR and/or appropriate First Aid until EMTs arrive. The center will call "911" immediately for assistance. The center will contact the parents as soon as possible with information received from the paramedics.

Hearing and vision requirements, all children 4 years of age must have a vision and hearing screening, 90 days after they turn 4 years old.

Vaccine preventable diseases, we do not require our staff to receive any vaccine preventable disease, Flu Shot, or Pneumonia Shot.

## Prescribed Medicine

If your child needs prescriptions medicine administered, please sign a Medication Form stating the times and the amount of medicine to be administered to your

child/children. All medicine provided must be clearly labeled with the child's full name and directions for the proper dosage and time to be administered. No over the counter medicine or none prescription drugs will be accepted. **NO EXCEPTIONS!!!!!!**

## Transportation

Transportation is a service that we offer to our parents. This service is only provided if there is room on the vans for the particular route that your child needs to ride.

No child under 2 years old will be transported. All children transported while at the center will use seatbelts in the appropriate type of seats for each child's weight and/or age.

## Field Trips

Each parent has to sign a permission slip. Children have to wear Kicks and Giggles T-shirt, children will not be able to attend without T-shirt. **"MONEY IS NOT REFUNDABLE"**

## EMERGENCY PREPAREDNESS PLAN

In the event that our children must be relocated and a member of the Emergency Management Coordination of Houston does not send vehicles to transport our children, our staff members will drive the children to the parking lot of Fallbrook Baptist Church which is located at 12512 Walters Road, Houston, Texas 77014. Our director will bring a copy of each child's enrollment form which they have in a

binder. They will then contact the parents using the numbers listed on these forms.

We practice severe weather drills 4 times a year.

In case of fire we will leave the building and walk toward the right side of the building in an open field.

Practice fire drills are once a month to make sure children know what to do. Lock Down practices are 4 times a year.

Emergency Preparedness Plan for children under the age of 2 years

(Fire): Infants and 2 year olds will be loaded in a van with car seats to Fallbrook Church located 12512 Walters Rd. Houston, Texas 77014, with their designated staff(s) each staff member will have an attendance log and parents phone numbers and emergency form. Staff will make sure children are taken care of, feel safe and very well nourished

(Lockdown): Staff will put infants in emergency beds, two year olds will walk to designated classrooms with class roster, staff will keep children calm and safe in the designated lockdown/shelter in the room. School phone or cell phone will be used to contact law enforcement. Fire stations and parents and Child Care Regulations, Parent(s) or Emergency contacts will be notified of the procedure and Pick-up area to be reunited with their parents. Must have a driver's license or photo id. The first responsibility of staff in an emergency evacuation or relocation is to move the children to a designated safe area or alternate shelter known to all employees, caregivers, parents, and volunteers. .

Our staff will continue to take care of children until each child has been released to parents. The director or assistant director is responsible for emergency contact information, checking the building, call 911 and licensing. The emergency number for the parents to contact the center for evacuation is 281-397-0566

Our caregivers will remain calm during our emergency. The children within the center will temporarily protect them from situations such as a tornado, volatile person on the premises or an endangered person in the area.

## Accommodating Families and Children (Special Accomodations)

Kicks and Giggles Daycare 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 abilities can receive being on subsidy. On our classroom's lesson plans we note any special accommodation strategies that provide support for 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. Below are website links to our Special Accommodation/Home Language Resources. You will also find paper copies of these handouts in our Parent Resource Area.

Links to parent Resources for Special Accommodations Collaborative for Children-Parent Resources:

<http://collabforchildren.org/families/resources-parents>

Children with disabilities; Collaborative for Children (Workforce Solutions)  
[https://www.colabforchildren.org/sites/default/files/downloads/children%20with%20%disabilities%20flier\\_parents\\_HGAC%approved%2010-2017.pdf](https://www.colabforchildren.org/sites/default/files/downloads/children%20with%20%disabilities%20flier_parents_HGAC%approved%2010-2017.pdf)

Texas Parent-to-parent(Children Disabilities Resource)  
<https://www.txp2p.org/Media/resource-list/Houston-Vicinity-2018-en.pdf>

Parent Companion: First Five Years (9A guide for Texas parents and caregivers of children with diagnosed or suspected disabilities from birth through 5 years of age)  
<http://www.parentcompanion.org/>

Bilingual Parent resource(Help for parents. Hope for kids)  
<http://www.helpingandhope.org/default.asp>

Spanish <http://www.helpandhope.org/spanish/default.asp>  
[http://www.helpandhope.org/Spanish/Consejos\\_para\\_padres/parent-resource-library.asp](http://www.helpandhope.org/Spanish/Consejos_para_padres/parent-resource-library.asp)

## Community Events

Throughout the year we will have opportunities for the families to attend events here at the school. These events will be announced monthly through our monthly calendar and flyers will be posted at the parent resources area as the events come closer.

## Parent Resource Area

Located at the front of the school is a parent resource area. Please help yourself to the materials displayed on the table.

**Information update procedure:** If there are any changes to your contact information such as address, phone number, and emergency contacts parents must fill out the form provided and leave it in the parent box located in the parent resource area.

The Parent survey is also located in this area as well as a comment box for you to provide feedback or encouragement for the center.

## Parent Helpers

I understand that many jobs and/or other life commitments just don't provide parents with the freedom to spend time in the classroom. However, if your days are somewhat flexible and you are brave enough to give us a little time we would love to have you!

Please take a moment to fill out the form below if you are interested!

Name:

Child's Name:

Please circle days available: Monday Tuesday Wednesday  
Thursday Friday

## Parent/Teacher Conferences

Parent teacher conferences will be held 2 times a year. One in the Fall and the second will be held in the Spring. Dates will be announced through the monthly calendar.

These conferences will be held in person at the center and virtually if needed.

During these conferences you will be provided an assessment of your child's abilities and information on developmentally appropriate milestones. It will also be a time to collaborate with the teacher on how we can best support your child/children. A Parent survey will be given at the end of the conference.

During the school year you may reach out to schedule a conference. I'd like to have an ongoing relationship with all of our parents, whether it be an: issue, a positive note, or a question. Please feel free to call Kicks and Giggles at 281-397-0566 and set up your appointment.

## Proper Dress Code

- Clothing worn to Daycare should be appropriate for the days' weather and play.
- Please send your child in tennis shoes, flip flops and sandals must not be worn.

## Screen Time

Screen Time will be available for 1 hour a day for planned activities that meet educational goals and age appropriate.

## Physical Activity

- The National Association for the Education of Young Children affirms that adequate outdoor space for play is necessary for the development of gross motor (large muscle) skills and to provide children with fresh air and sunshine.
- Exposure to sun is needed, but children should be protected from excessive exposure so shaded areas should be provided by means of open space and tree plantings or other cover in outdoor spaces.

## Outdoor Time

- 6 weeks - 12 months: there is no recommended total minutes of outdoor play
- 13 months - 17 months: minimum of 60 mins
- 36 months - 48 months: 90 minutes of vigorous active play
- After Schoolers: 1 hour and 30 minutes

Outside play: 45 min to 1 hr or will be divided by AM-PM hours.

Exercise: Different types of exercise & running: Freeze tag-

Freeplay-Throwing-Catching-Kicking balls

Extreme bad weather: raining-very cold outside- Snow

Activities for indoor play: Duck Duck goose- The floor is lava-painting-coloring-musical chairs-exercising- Hot potato- Dancing

We will use the child care weather watch chart to identify the weather

## Licensing information

You may contact the local Child Care Licensing office at 1330 E. 40th St Houston, TX 77022, or you may call 713-287-3238 to make reports. Mailing Address: P.O Box 16017 Houston, TX 77222-6017. You may obtain information regarding other operations in the area by going online to [hhs.texas.gov](http://hhs.texas.gov) , [www.txchildcaresearch.org](http://www.txchildcaresearch.org) or [www.dfps.state.tx.us](http://www.dfps.state.tx.us). Texas Abuse and Neglect Hotline 1800-252-5400

HHSC

<https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing>

## Amendment information

For any changes made to the Handbook you will receive an amendment form. Parents will be notified of updates and changes in policies, procedures and closures in writing, email, and text message

## Acknowledgement

I \_\_\_\_\_, acknowledge that I have received, read, understand, and will follow the policies and procedures of Kicks and Giggles Daycare Academy's parent handbook.

I also understand that Kicks and Giggles Daycare Academy reserves the right to make any changes to their policy and that I will be notified in writing of any changes made.

\_\_\_\_\_

\_\_\_\_\_

Signature of Parent/Guardian

Date