



## Kingdom Builders for Christ Childcare Center

**“Growing up by God’s Standards”**

Mission Statement: KBFCCC mission is to empower young souls to come to Christ to educate, to nurture, and to win their heart. Our goal is to fulfill the needs of our community and surrounding areas. We will fulfill this goal by supplying adequate childcare, love, positive, reinforcement, guidance, and finally educating them spiritually and naturally for the well-being of their future.

### Program Philosophy

Kingdom Builders for Christ Childcare Center provides the basic principles of early childhood education, namely the development of the whole child physically, intellectually, emotionally, and socially. Primary importance is placed on communication and positive social interactions between adults and children. We believe in meeting children where they are—which means that teachers get to know children well—enabling them to reach goals that are both challenging and achievable. All teaching practices are appropriate to children’s age and developmental status, our staff and teachers are attuned to children as unique individuals, and responsive to the social and cultural contexts in which they live.

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Texas 76661  
(254)883-3366  
Director, Georgia Henry

Prov. 22:6 Train up a child in the way he should go: and when he is old, he will not depart from it. -KJV

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### Illness

According to State Licensing Standards, a child must be fever free for 24 hours before returning to the Center. Please do NOT administer a fever-suppressant and bring your child to the Center. This is unfair not only to your child to the other children and teachers. Doctors note required for all exclusions from center...Doctors must have **DOB and Bar code with child's name from Hospital and or logo on it.**

**Listed below are criteria for EXCLUDING ill or infected children from the Center.**

**Fever, defined by 100.0 or more**

**SIGNS OF POSSIBLE SEVERE ILLNESS:**

Including unusual lethargy, irritability, persistent crying, difficult breathing

**UNCONTROLLED DIARRHEA:** Defined as an increased number of stools compared with the child's normal pattern, with increased stool water and/or decreased form that is not contained by the diaper or toilet use.

**VOMITING:** Two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.

**MOUTH SORES:** With drooling unless the child's physician has determined the illness not to be a communicable disease.

**RASH:** With fever or behavior change until a physician has determined the illness is not a communicable disease.

**PURULENT CONJUNCTIVITIS:** Defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, including a child with eye pain or redness of the eyelids or skin surrounding the eye.

**INFESTATION:** (e.g., scabies, head lice) until 24 hours after treatment was begun.

**IMPETIGO:** Until 24 hours after treatment was begun

**STREPTOCOCCAL PHARYNGITIS:** Until 24 hours after treatment has been initiated and until the child has been fever-free for 24 hours

**PINWORM:** Until 24 hours after treatment was begun

**RINGWORM:** Until 24 hours after treatment was begun

**CHICKEN POX:** Until 6 days after onset of rash or until all lesions have dried and crusted.

**RUBELLA:** Until 7 days after the rash appears.

**Source:** American Academy of Pediatrics/ American Public Health Assoc. Reference Standard (1990) in NAEYC's Healthy Young Children

\*If your child becomes ill while at the Center, you will be called to pick-up your child as soon as possible. You only have 45 minutes to pick up your child if your child is ill. You will be notified should your child be exposed to a contagious disease. Children who are not picked up in a timely manner may be subject to suspension. Please notify the Center should your child become ill so that we may notify other parents of a contagious disease.

According to NAEYC's Healthy Young Children Manual, "Children should be excluded if their illness prevents the child from participating comfortably in the programs' activities." As you review the policy above, please keep this guideline in mind.

### **Employees Immunization**

\*KBFCCC will not require our employees to be immunized at this time.

**\*You must have a up to date shot record on file. If you do not bring in a up to date record, your child will be suspended until it is brought to KBFCCC**

### **Doctors' appointments**

Doctors' appointments must be made before 10:00am and you must be at the center by **11:25 am at the latest with a doctor note.**

### **Health Checks**

**Health checks are done at arrival. Health checks will consist of checking over the child to see if the child is healthy enough to come to school. Parents must stay until health check is over.**

### **Medical emergencies/See emergency preparedness plan**

**When must I have a food allergy emergency plan for a child? Subchapter S, Safety Practices Division 2, Medication and Medical Assistance September 2016 Medium-High**  
**You must have a food allergy emergency plan for each child with a known food allergy that has been diagnosed by a health-care professional. The child's health care professional and parent must sign and date the plan. You must keep a copy of the plan in the child's file. Division.**

### **Tuition**

Tuition is payable in advance and due on contracted day of each month. Statements are not sent out each month. Parents will be notified when payments are past due. Since the Child Care Center operated under a break-even budget, past due accounts cannot be tolerated. No payment no childcare. If an account is three days past due without approval from the director, parents may be asked to remove their child. KBFCCC function by a budget that must be followed daily. If your child does not attend on their regular schedule or miss days, you must still pay the complete fee. No exceptions.

**CPS-** per all cps clients- If your referral is denied and you want to keep your child or children in care you must pay the drop-in rate of the age group of your child. There will be no refunds given if Cps reinstates the child on the same day or after...policy will be reinforced.

### **Fees / Regular Prices**

Infants (0-18 months): \$115 per week  
 Toddlers (19-35 months): \$100 per week  
 Pre-schoolers (3-5 years): \$95 per week  
 After schoolers: \$68.35 per week during school year  
 During summer hours after schoolers: \$311.20 month  
 (Please check new rates at time of enrollment) Rates change yearly.

### **Updating Contact Information**

It is the parent/guardian's responsibility to keep all contact information up to date. Parent may update information at any time by leaving a note with updated information in the office.

### **Accommodations for Families**

This document outlines our program's policy and process in supporting families and children who may need additional accommodations, to include home language, differing abilities and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the general public and in the parent's primary language. Please notify the Director if you or your child require accommodations and we will ensure that we do our part in making sure your needs are met. Below are ways that our program will partner with families: 1. If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate sessions but not during a pandemic or natural disaster. 2. Participation in all comprehensive care meetings if needed 3. Complete supporting documentation from authorized medical professional for any accommodations related to child's physical or developmental needs. 4. Provide materials and resources in parent's/child's primary language. 5. Provide opportunity for cultural inclusiveness by hosting cultural events throughout the year. As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, our Early Learning Program does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. For additional information or referral to the appropriate system coordinator, contact the Director.

Discounts rates are according to contract if you miss a payment and or late on a discount rate you will be charged the regular rate of admission.

Drop in Rates  
 \$35.00 All ages

CCMS will be accepted.

A late payment of \$10.00 per day will start after 8:30 am on your contracted day of payment. If you are late picking up your child, it will cost \$1.00 per minute after closing or contracted time unless you have arrangement with the director. On the third day you are subject for termination of childcare. Children are not accepted without tuition.

Termination Fee- \$150.00 Per Child

Ccs parents must pay the difference in cost that CCS doesn't pay no excuses -for all ccs parents.

### **Attendance**

The hours of operation are 7:30 am-5:30pm. If a child's attendance exceeds the contracted amount, you will be charged \$15.00 every 30 minutes until your arrival. This charge will be assessed at the time of pick-up.

### **Extended Care hours**

**7:00am to 6:00pm only**

### **Late Pick-Up**

KBFCCC closes at 5:30 pm daily. If you are running late, please call KBFCCC. **There is a \$1.00 per minute late pick-up fee which is payable within 24 hours of billing.** If payment is not paid within the 24-hours, your child may not attend daycare the following day.

### **Personal Belongings and Supplies**

Supplies are required every Monday, no excuses. No supplies no childcare. The Center provides sheets and blankets for both cots and cribs. If your child has a favorite sleep toy or any other security item, they are welcome to bring them to school. Often children may want to bring in items related to the unit being studied or share items from a vacation. You should check with your child's teacher to see if there is a day designated for sharing such items. Please label all items brought to school. Appropriate books, cassette tapes and CD/s enrich the children's lives and may be brought at any time. Please label all items brought to school. We ask that children not bring the following items to the center: Toys or toy weapons of any type, Money, gum, candy, cosmetics, jewelry. All parents are required to supply a pack of wipes every Monday at arrival and it will be used for all students unless your child is allergic to a particular brand of wipes.

### **Disenrollment/Enrollment**

All children who are accepted and enrolled in KBFCCC will be guaranteed a spot if their enrollment and registration fee are paid before first day of entry. There is no refund for any cancellation of services. Parents are required to submit a 14-business day written notice or monetary equivalent when you decided to withdraw your child from the program. Early termination fee is \$150.00 without the two weeks' notice. If you do not give a notice, you will be required to pay half of the normal rate for your child not the discounted cost. This practice allows KBFCCC time to contact those on the waiting list. All fees must be paid in full before last day of entry. If fees are not paid in full you could accrue court costs of 15% interest rate for default in payment arrangement. Termination fee goes for every enrolled child. If you do not pay, you will get a certified letter in the mail. Cps children will not be accepted back in care if you do not follow the rules.

**Enrollment** paperwork is due at time of enrollment. Enrollment paperwork is reviewed monthly and will be updated as policies change, or licensing rules change. If you are asked to turn in enrollment paperwork you can be terminated at director's discretion if you do not cooperate.

### **Drop-Off and Pick-Up**

In order to assure the safety of your child, we ask that you sign your child in and out each day. After signing-in, take your child to the designated classroom or area. Make verbal contact with a teacher for us to know that your child has arrived. You must be signed in by 8:30. No excuses unless approved by director. There is no early drop off without a fee of \$10.00 per \*\*hr. **There will be a health check** done at arrival. Parents or guardians or not allowed to leave until the health check is done. We cannot be responsible for a child that we do not know has arrived and that is not signed in. Please do not allow older children to enter the building or classroom alone. Difficulty with separation is not unusual for children, especially during their first weeks of attendance. Please help prepare your child for your departure. Do not try to “sneak away” or “slip out” as this action creates anxiety for your child. Tell your child that it is time for you to go to work, then leave. Prolonging your good-byes sends a mixed message to your child and can increase anxiety. A teach will be happy to assist you necessary and help your child settle into an activity. If your child is not signed in, you will be called back to the center to sign them in. No exceptions. We are not responsible for children that are not signed in. If a child is upset when you leave, please know that children usually calm down and are participating before a parent reaches the parking lot. Please feel free to call at any time to check on your child. Some parents find it beneficial to gradually phase their child in to the Center. Phasing-in assists not only the child’s adjustments to a new schedule and new program but also the parents. Please check your child’s cubby or mailbox each day for messages, art work, or other take-home items.

### **Authorized Pick-Up**

Your child will only be released to those persons listed on your authorization form. Please advise family and friends who occasionally pick-up that identification will be required. Please notify the office if there are any changes in pick-up plans or arrangements or changed on the authorization form, please contact the office. In the event that a parent or other authorized person arrived to pick up a child and he or she appears to be under the influence of drugs or alcohol, Marlin Police Department will be called. No one under the age of eighteen will be able to pick up any child.

### **Parent Involvement**

The Center is focused on the child, while providing a supportive environment for both parents and teachers. Your involvement is both welcomed and encouraged. We keep you informed of classroom and Center activities through daily report forms, Parent memos, or a Center newsletter. There is also a **Parent resource board** throughout the Center that may have special notices for parents and guardians. **Please know that you are welcome to visit the Center at any time.** If you wish to join us for lunch, the \$1.00 per person and 24-hour notice is required. You may also be asked to assist with field trips, cooking projects, or other special classroom activities. **Parent-teacher conferences are held at least 3 times a year or more. This allows both of us the opportunity to share important information concerning your child and the program offered at the Center.** In addition, conferences **may be held at any time**

**throughout the year**, at either the request of the parent or the teacher. Parent meetings will be held at various times throughout the year. These include both social and educational events. Topics for discussion and speakers will be based on parent and teacher request. Please remember that drop-off and pick-up times are very busy period in terms of transitions and adjustments these periods are not the best times to discuss your child's progress or growth especially if he or she is standing with you. **The best way to address questions or concerns is by calling the office and leaving a message or sending a message through our brightwheel app. When the classroom is quiet and the children situated, the teacher can return your call. Please do not call classrooms directly, since the teachers are focusing on all children in their care.**

### **Communication/Parental Notifications**

Communication is essential as we work together to meet the needs of your child. Please call if you have any questions. **We need and welcome your input.** Should you observe any area or piece of equipment that needs maintenance or repair, please alert the manager. **There will be a suggestion box by the sign-in sheet or mailbox if you would like to leave your opinion about anything at KBFCCC and you may also send a written letter to our mailing address.** If there is a change in our policies all parents will receive a memo and it will be signed and posted in the center.

### **Emergency preparedness**

Staff are prepared to deal with a variety of emergency situations. During all circumstances, teachers will remain calm and stay with the children. In the case of a weather-related emergency, such as tornado warning, children will be evacuated to the designated shelter for their building. In cases of structural damage to the building, staff will follow the directions of the Marlin Police Department. Specific details are posted on our parent board and in each classroom.

### **Insect repellent and sunscreen**

KBFCCC will not apply any insect repellent or sunscreen to our enrollees, but parents may apply at their discretion to their own child.

### **Field Trips**

Field trips will be announced.

### **Holiday's/Early Dismissals**

See six-month calendar. The calendar is given out at enrollment and any changes are sent home and posted at the center on a parent memo.

### **Transportation**

Emergency Transportation are available currently. Parents must adhere to transportation rules. All children must be in a booster seat, parents must sign the sign in sheet and all children must be out the house within 5 min of transporters arrival. Parents must have all supplies packed and ready at arrival.

### **Inclement Weather Closings**

Although we make every attempt to be open all other days, we may have to close due to extreme weather conditions. Kingdom Builders for Christ Childcare Center will follow the decision of the Marlin Independent School District. *There will be no reduction in tuition if a closing occurs.*

### **Water activities**

Water day will be announced and will require extra staff for our fun days. KBFCCC will only use sprinklers, and water tables for water days. All parents must fill out permission slips.

### **Food Service**

Weekly menus, including meals and snacks will be posted. Until children can eat the meals provided by the center, parents are required to supply formula and baby food. When your child is making the transition to table food, we will offer appropriate selection from the daily menu. Milk and fruit juice will also be available. For infants; bottles should be brought to the Center "ready to feed". Bottles will be refrigerated and warmed with water by the teachers. Empty bottles will be rinsed and placed in your child's diaper bag. Meals are served family style with children being encouraged, not forced, to eat. We encourage children to taste each item being served. During snack time, children can develop independence and self-help skills by serving themselves when they are ready to eat.

### **Discipline/Suspension and expulsion**

As children mature and try to gain self-control, they may lose control. At such times, children may be redirected to another activity. Sometimes talking about what has happened eases the tension. A child may occasionally need to sit quietly in order to calm down and regain self-control. Children are never spanked, humiliated, or embarrassed. If the behavior is persisted, teachers will examine the environment and the events which surround the behavior. Through observation and discussion, teachers will decide the most appropriate way of dealing with the situation. Parents will also be asked to share their ways of disciplining their children. KBFCCC will use every method possible trained to resolve the problem. **If the problem remains unsolved your child or children may be suspended or terminated within 48 hours no exceptions.** KBFCCC must protect all the children in care from harming themselves and or other children. Please view suspension form for specific details. Children may also be suspended for non-payment of tuition, Not following policies and procedures causing conflict with teachers and directors.

### **Biting**



When a child is bitten, it is a traumatic situation for both children and both sets of parents. Yet, biting is not unusual behavior for pre-verbal children. They may become frustrated then they cannot say “Move”, “I was playing with that”, or “You are too close.” Because they cannot speak, some children will bite. When a child is bitten, the area is cleaned, and ice may be applied. They are held and consoled until they are ready to rejoin the group. The biter is told that biting is not allowed and that it hurts. Perhaps the best way to stop biting is to encourage language development and using words. Uncontrollable biting may result in termination of childcare services with no refund and or suspension.

### **Confidentiality Policy**

The only information teachers should share with parents, is information concerning his or her child. Conversations about other children, other parents, co-workers, supervisors, etc., are unprofessional and in some instances illegal.

### **Outdoor Play**

All children go outside every day. Please send labeled clothes appropriate for the weather. During a light rain, we may take a walk, so a raincoat is advisable. On snowy days, send boots, hats, gloves, and layers of warm clothing. During the summer, we will have lots and lots of water play. Sandals, “jellies”, “cros” and flip-flops hinder a child’s ability to participate and often create safety hazards. You may provide a pair of water shoes that follow these shoe guidelines for water play. We feel that outdoor play is important for each child, each day. Please do not ask that your child stay inside, as we are not staffed for one-to-one care.

### **Curriculum**

We utilize “Frog Street” Curriculum for each of our age groups.

Designed around the latest scientific early brain development research, Frog Street curriculum is designed to build strong foundations for children. This child-centered program provides intentional instruction in key areas of development so children can effectively continue the path to kindergarten readiness.

Key components include:

- Activities developed around early brain development research
- Well-rounded scope of activities that address all developmental domains
- Intentional instruction that optimizes key windows of opportunity for growth and development
- Social and emotional emphasis featuring Dr. Becky Bailey’s Conscious Discipline®

### **Screen Time**

Because we care about the health and wellbeing of the children in our care, we follow the American Academy of Pediatrics’ Recommendations on Screen Time. (Center Name) understands that TV and other electronic media can get in the way of exploring, playing, and interacting with others, which encourages learning and healthy physical and social development. Therefore, we will restrict screen time by

**Children under 2 should have no screen time**

- Children age 2 and over should watch less than 30 minutes per week at child care, and less than 2 hours per day total.

**Assessments-**

Kingdom Builders for Christ uses a variety of informal methods to assess the children enrolled.

A **portfolio** is maintained for each child enrolled. The portfolio is an on-going method of assessment that will include many methods of collection, all which document the child's individual strengths and accomplishments.

Ages & Stages Questionnaire (ASQ) is a norm-referenced standardized assessment tool, which means that it compares a child's performance with other children.

**Clothing**

All children need at least one complete, labeled change of clothing at the Center. As the seasons change please check and change the outfits left at the Center. Young children may need several changed of clothing each day, especially those involved in toilet learning.

**Medication**

No medication will be given at KBFCCC at this time.

**Diapers**

Considerable controversy exists concerning the use of disposable versus cloth diapers. IN terms of containment and absorption, disposable diapers are used in group care situations. You may bring in large supple of disposable diapers for your child. Teachers will note on the daily report form when your supply is low.

**Infants Safe Sleep**

Infants may not sleep in restrictive devices such as highchairs, swings, etc. Infants are required to sleep on their backs with nothing inside their crib. The cribs must be may does not have loose bedding, toys, or anything other than the tight fitted sheet in the crib.

### **Toilet Learning**

We ask that you advise us when you are ready to begin toilet learning with your child. It is best if we can duplicate the routines and methods that you are using in order to have consistency for the child.

### **Breastfeeding**

**KBFCCC has a breastfeeding area for parents that would like to breastfeed at the facility. The area is in the infant room of our facility. Parent must be properly covered while breastfeeding. We welcome you with open arms to provide breast milk while your child is in care. You may also use our afterschool room from the hours of 8:00am to 4:00pm.**

### **Inserts to the Parent Handbook**

**1. The changes to §744.501: (1) require new operational policies for suspension and expulsion of children;**

#### **Disenrollment Policy**

**Kingdom Builders for Christ CCC child care programs are centered on the children for whom we care. We seek to provide programs designed to support children's growth and to challenge them to learn, each as an individual with a unique learning style and way of responding to the world. Given the diversity of the families and communities that we serve, it is incumbent upon us to recognize and appreciate the characteristics and behaviors that each child and family brings to our program. Kingdom Builders for Christ seek a solid partnership with our families as a basis for their children's success within our program. Because Kingdom Builders for Christ CCC child-centered/family approach seeks to accommodate a wide range of individual differences, it is only on rare occasions that a child's/family's behavior may warrant the need to be find a more suitable setting for either a short term or permanent basis. We will do everything possible to work with you avoid a child's disenrollment from the center. The following are some reasons why we would have to disenroll a child or family from the center. Some examples of such instances include: Child's Actions: • Child unable to adjust to the program after a reasonable amount of time • Ongoing physical or verbal abuse to staff or other children • Ongoing uncontrollable tantrums/angry outbursts • Excessive biting Parental Actions: • A parent/guardian fails to abide by Center policies or requirements imposed by the appropriate licensing agency. • Non-payment of tuition. • A parent/guardian demands special services that are not provided to other children and cannot reasonably be delivered by the program. This includes requests that depart from the philosophy of Kingdom Builders for Christ CCC Actions: • Child unable to adjust to the program after a reasonable amount of time • Ongoing physical or verbal abuse to staff or other children • Ongoing uncontrollable tantrums/angry outbursts • Excessive biting Parental Actions: • A parent/guardian fails to abide by Center policies or requirements imposed by the appropriate licensing agency. • Non-payment of tuition. • A parent/guardian demands special services that are not provided to other children and cannot reasonably be delivered by the program. This includes requests that depart from the philosophy of Kingdom builders for Christ CCC.**

**Immediate Causes for Disenrollment: • A parent/guardian is physically or verbally abusive or intimidating to Center staff, children, or anyone else at the Center. • Potentially dangerous behavior by a parent or child; Immediate Causes for Disenrollment: • A parent/guardian is physically or verbally abusive or intimidating to Center staff, children, or anyone else at the Center. • Potentially dangerous behavior by a parent or child;**

**Working Towards a Positive Solution The decision to disenroll a child from a Kingdom Builders for Christ CCC is a difficult one for both the Center and the family. In all cases, KBFCCC goal is to act quickly,**

thoughtfully and thoroughly to communicate, address and resolve concerns relating to the children in our care. Center personnel will attempt to work with a family to take constructive steps to finding a solution that resolves the problem(s), before a disenrollment occurs. Working Towards a Positive Solution The decision to disenroll a child from a is a difficult one for both the Center and the family. In all cases, KBFCCC goal is to act quickly, thoughtfully and thoroughly to communicate, address and resolve concerns relating to the children in our care. Center personnel will attempt to work with a family to take constructive steps to finding a solution that resolves the problem(s), before a disenrollment occurs.

When a child's teacher or an administrator has concerns about a child's behavior or other circumstances, he or she will document such concerns as soon as they arise. The Center will inform and involve the child's parent/guardian by notes, phone calls, and meetings, as necessary, to establish a collaborative environment. If the child's behavior is problematic, a review of that behavior using the Center's developmental profile and other developmental tools will aid in understanding the behavior in its appropriate context. This review includes input from several teachers and administrators, so that checks and balances are used to analyze the problem. As the Center develops strategies to address a child's problem, a variety of options should be considered, including: • changes to the physical environment • the daily structure of activities • consistency • transition times • redirection Similarly, teachers' expectations, home base management skills, and intervention techniques should be evaluated and changed to adapt to the circumstances. Whenever possible and appropriate, efforts will be made to help a family understand how they can support the plan at home or encourage a resolution by adjusting their interactions or expectations for a child. Literature and other support resources regarding methods of improving behavior will be provided to the family, if available. Lines of communication with parents will be established, and parent conferences will be conducted to review the problematic behaviors, the strategies implemented to resolve them (and their relative success) and the possibility of disenrollment if the behaviors are not resolved. It is the Center's goal to provide the parents enough time to take the necessary corrective action to allow the child to remain at the Center and to provide them with enough notice of the potential for disenrollment, so they can secure alternative care. When appropriate, we may suggest an evaluation by a professional consultant to come in and observe the child in the home base environment. In some cases, it may be appropriate for the child to be assessed by the local school district child study team. Ultimately, Center personnel will attempt several approaches before making the final decision to suspend or disenroll a child from the program. Disenrollment Process If the behavior has not resolved after all remedial actions have been exhausted, a conference will be held with the child's parent/guardian to communicate the Center's decision to disenroll. A follow-up letter will be provided which will include, if applicable: • the reasons for the disenrollment or suspension; • the date of the disenrollment or length of the suspension, which affords the parent sufficient time to seek alternative care, (up to two weeks, depending on safety risks presented); • the expected behavioral changes required in order for the child or parent to return or to resume or continue enrollment at the Center; • The Center will not disenroll a child based solely on any of the following: • making a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements • reporting abuse or neglect occurring at the center • questioning the center regarding policies and procedures If the center elects to disenroll a child, the Center will maintain on file a record of the circumstances, parental notification, and corrective action taken The Center will not disenroll a child based solely on any of the following: • making a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements • reporting abuse or neglect occurring at the center • questioning the center regarding policies and procedures If the center elects to disenroll a child, the Center will maintain on file a record of the circumstances, parental notification, and corrective action taken

(2) require new operational procedures for providing and applying insect repellent and sunscreen; and Kingdom builders for Christ will not apply or provide insect repellent and sunscreen at this time on any child. The parent or persons on emergency listed with a signed letter may apply either sunscreen or insect repellent at the center as needed.

**Addition to Parent and staff handbook 2016**

1. **KBFCCC is responsible to report suspected child abuse or neglect to the Texas Department of family protective services or law enforcement. 1800 252 5400 to make confidential reports. Employers are prohibited from retaliating against caregivers who make reports in good faith.**
2. **Relocation Center for all emergencies is the high school Auditorium 1400 Capps St Marlin Texas 76661.**
3. **To protect we and other from hazards that can cause bodily injury such as electric hazards, bodies of water etc. Teachers will use safety checklist and follow all emergency plans posted on parent board. All teachers will use gloves handling blood or bodily fluids**

**And will bag all hazardous material and other items and place outside in the trash can.**

**KBFCCC appreciates the opportunity to serve you and your family. Thank You, for allowing us to be apart of your child or children most important years of their lives. We understand that being a parent or guardian is a very hard job at times but keep the faith God is a keeper.**

**Policy changes**

**KBFCCC reserves the right to change or make amendments to any policy. Program policies will be reviewed annually and may be subject to updates. This information will be given to families in a timely manner.**

A minimum standards book will be available upon your request. The most recent licensing report will also be posted by the front door. The Local Licensing Agency is located at 801 Austin Ave. Waco, TX (254)-750-9336. This handbook is subject to change at any time Changes to this handbook will be posted to parent board and send home to be signed by parents.

Please sign to acknowledge that you agree with all terms of this handbook

Signature: \_\_\_\_\_/Date