



Parent Handbook

Kid Fit, since 1989, was designed specifically for children between the ages of five to thirteen. As the founders of Kid Fit we believe that fitness is a healthier and more appealing option for children in that age range. Many children in this group feel they are too old for daycare, and as they may be, they are also too young to stay home alone. We are a licensed Day-Care facility, and our philosophy at Kid Fit is to help children improve their health, coordination, concentration, discipline, confidence, self-control and awareness, so they can lead a happy, healthy, productive life.

Kid Fit is dedicated to providing the highest quality child care services for your family. Described below are the basic policies necessary for us to manage the facility in which your child is enrolled. Please read the following agreement and discuss with your center director or lead teacher any questions that you may have. Your signature on the Kid Fit Parent Acknowledgement document will signify that you understand and accept these policies as written.

Center Hours: For your convenience, the center is open from 6:30am-6:30 p.m. Monday through Friday. There will be an additional fee for students not picked up by 6:30 p.m. (see extended care fees). We do close for the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and Christmas Day. If the designated holiday falls on a Saturday or Sunday, we will be closed the weekday nearest that holiday.

Full tuition is charged for these weeks.

Registration: Registration Fees are due at the time of application and are non-refundable. No child can be placed either into a program or onto a waiting list without a paid registration. In order to assure proper placement for your child, registration fees are assessed annually in May for summer camp or in August for the following school year.

Tuition:

Summer Camp:

Full tuition is due each week on **Monday morning** when dropping off you child/ children, or the first day your child/ children attends.

Tuition paid after 6:30pm will in incur late fees. (see late fees)

Full tuition is due each week regardless of the number of days your child has attended.

School year students:

Full tuition is due each week on **Monday** when picking up your child/ children, or the first day your child/ children attends.

Tuition paid after 6:30pm will in incur late fees. (see late fees)

Full tuition is due each week regardless of the number of days your child has attended.

If your child is absent for a full week/weeks and your absent/vacation time (see absent/ vacation) has been used, half tuition is due for that week/weeks which are missed. If your child misses two weeks and half tuition is not paid for those weeks, your child will be withdrawn. Consequently, your child's spot is not guaranteed. Another registration fee must be paid to continue service with Kid Fit. **Unpaid tuition after 1 week can result in termination of services and all fees will be due. Kid Fit has adopted the No Pay No Stay Policy.** Each fall, an annual tuition increase of \$3-\$6 per week should be expected.



Payments: Kid Fit accepts most major credit cards, debit cards, checks, money orders and cash. There will be a \$3.00 service charge per transaction on all credit/ debit cards \$0.00-\$99.00 & 3.25% service charge per transaction on all credit/ debit cards \$100.00 & up.

Return Checks: There will be a \$30.00 charge for each return check. Two returned checks will result in your account placed on a “cash only” basis. *Return checks are subject to \$5.00 per day late fee. Late fees will start from Monday of the week the check was written through the day the check was paid with all fees.*

Absent/ Vacation: Vacation time is given to members after they have completed 1 year of service from their enrollment date without being dropped or withdrawn. All tuitions must be current in order for vacation time to be granted. *If your child has used his/her vacation week, half tuition of that week's tuition is due for any other week weeks missed.*

**** (Half tuition for the weeks of Thanksgiving, Christmas, and Spring Break will be based on the summer rate). ****

Late Fees: If your tuition is not paid on Monday by 6:30 p.m. for the week of service a **\$5.00 per day late fee will be charged (including weekends) until paid.** This fee is in effect regardless of who is picking your child up. If your tuition continues to be late you will be **required** to pay your tuition in advance. If your child is absent on Monday, full tuition is due the first day he/she returns.

Extended Care: Childcare after 6:30 p.m. will be \$5.00 for the first 10 minutes and **\$1.00 for every minute thereafter.** Extended care fees are due at the time your child is picked up. Late fees will apply as described above if they are not paid at this time. (We go by our clock).

Other Fees: A supplementary fee of \$15.00 is charged for school-aged children when they are at the facility due to teacher work days, and any other single school holiday. If there is an activity fee the cost will be passed on to the parent.

A supplementary fee of 12.00 is charged for early dismissal days. If there is an activity fee the price will be passed on to the parent.

Return Checks: See return check fees
Extended care: See extended care fees

Termination of before and After School Services: In order to terminate service with Kid Fit, you must provide a written notice 2 weeks prior to the date of withdrawal. Should there be any outstanding fees or tuition's, they must be paid at the time Kid Fit receives your 2 week written notice. Doing this will release you from any further obligation after the date of withdrawal.

Non Notification of Transportation Change: Notification of any change in your child's transportation must be done prior to 2:20 p.m. for that day. All messages are checked at that time. There is a \$5.00 charge for failure to notify Kid Fit (before 2:20 p.m.) if your child will not need transportation from school. Repeated **lack** of notification will result in an increase of this fee. (**Increments of \$5.00 per incident**).



Sign In/ Out: A parent or authorized adult must sign your child in and out daily. If you choose someone other than those listed on your emergency information to pick up your child, please notify the facility beforehand. Your child will not be released to any unauthorized person without confirmation from the parent. A fee of \$3.00 will be charged for not signing your child out. This will be enforced to allow us to stay in compliance with TDFPS.

Drop-Off Procedures: Parents are required to walk their child inside the facility to the designated area and sign them in each morning. Entrance to the facility should be made at the front door or designated entrance for am drop off. *This will allow us to stay in compliance with TDFPS.*

Pick-Up Procedures: Each parent or authorized adult must come into the facility each day to sign their child out. This is for the safety of your child/children. *This will allow us to stay in compliance with TDFPS.*

Summer Attendance: For the summer program an **attendance schedule is required** prior to the first day of camp. **Remember full tuition will be charged for any week your child is signed up for. If your child does not attend a week he/she is registered for, full tuition is still due for that week. Failure to pay tuition for that week will result in your child being withdrawn and another registration will be due along with any unpaid balances before your child will be eligible to attend Kid Fit.**

Bad Weather: We will follow Spring ISD and Klein ISD regarding closing due to inclement weather. Listen to the radio or television during severe weather; however, if the school district is closed and there obviously has been a misjudgment (ie-an ice storm did not develop), we will open. Call the school, there will be a message. There is NO tuition deduction if we are closed because of severe weather or its effects.

Snacks: It is the parent's responsibility to provide 2 snacks daily for their child when in attendance for the summer program. (Please provide a nutritious a.m. snack for your child). If the parent fails to provide a snack for their child, a snack will be provided. A fee of \$1.00 will be charged per snack. This fee is due at the time of pick up or may be payable the next day. However, if this fee is not paid, late fees of \$5.00 per day will be charged until paid.

Lunch: It is the parent's responsibility to provide their child with a lunch when in attendance for the summer program. Your child will need a sack lunch (non microwavable) with them when he/she is dropped off at our facility. If the parent fails to provide a lunch for their child, a lunch will be provided for a fee of \$5.00. A peanut butter/jelly sandwich, chips and a snack will be given to your child. Water is available at the water fountain. This fee is due at the time of pick up or may be payable the next day. However, if this fee is not paid, late fees of \$5.00 per day will be charged until paid.

Pre-K: All children enrolled in the Pre-K program must submit with their enrollment information current shot records, hearing and vision test, and a signed health statement from your physician. Hearing, vision and health statements will be updated by the parent annually.

Immunizations Requirements: Parents must give Kid Fit a copy of their immunization record. If your child is school age, we will require you to sign the statement on your enrollment form confirming that their child's shot record is on file at their school. All immunizations must be updated when necessary.



Medical: In order to protect all children enrolled in our facility, your child must be kept home if he exhibits any of the following symptoms:

1. An oral temperature of over 100 degrees.
2. Intestinal disturbance accompanied by diarrhea or vomiting.
3. Any undiagnosed rash.
4. Sore or discharging eyes or ears.
5. Profuse nasal discharge.

If your child develops any of these symptoms while at the facility, we will contact you to arrange pick-up. If your child is sent home from the center ill, we require that he/she not return for 24 hours after the symptoms have diminished. This measure is necessary in order to curtail the spread of infection.

Medication:

Should your child require medication while in our care, the staff will only be able to administer the medication when accompanied by the proper medication authorization form signed by you. This is a requirement of the state of Texas. Please do not send medication in your child's backpack.

Prescription and over the counter medications will be administered ***only*** as directed and if the medication is in the original packaging and has not exceeded the expiration date.

Medical Emergencies: In the event of a medical emergency, the parent or authorized emergency contact will be notified. You will be given the option of picking your child up or we will call 911 for transportation by ambulance to the closest hospital.

Tae Kwon Do Instruction: Tae Kwon Do classes will take place at least two days a week from 5:00 p.m.-6:00 p.m. Uniforms are not mandatory for participating in the class; however, the student will be required to purchase a uniform in order to advance to the next belt level. ***Belt test fees, uniforms and equipment will be the responsibility of the parents.*** Each student is encouraged to purchase their own sparring equipment to get the full benefit of class. On occasion the schedule may be subject to change. The head instructor reserves the right to change class schedules, instructors and cancel class.

Field Trips & Transportation: Field trips are considered an integral part of our program and will be taken periodically to nearby places of interest. Transportation will be provided by facility vans or buses. Drivers with current TDL's will be provided by the facility. Each student will wear seat belts where applicable.

Birthday Parties: The parent will provide all supplies. This day is special for each child and will be recognized by the facility and will be celebrated whether you send supplies or not.

Swimming: Swimming is a part of the summer program. Any student wishing to swim will take a swim test. The lifeguards, owner/director of the facility have the final say on swimming in water above shoulder height. There is a splash pool available for young children and non swimmers. Parents are strongly encouraged to provide their child with a swim vest for swimming if their child can not swim or is not a strong swimmer. Each student who swims will need a swim suit, towel, sunscreen daily, and swim vest if needed.



Movies: Kid Fit has G, PG and some PG13 movies available for the children's viewing. All movies viewed will be carefully considered for content of the movie and age appropriate. Be assured we will not show any movie that contains inappropriate material.

Clothing: *Parents must provide a change of clothes for their child (at the facility) in case of accidents. If your child does not have a change of clothes at the facility, parents will be notified to bring a change of clothes or to pick their child up. Children may return when they are clean.* Parents are responsible for all necessary supplies for their child (wipes, change of clothes ect). Please anticipate weather conditions and dress your child accordingly, in comfortable, washable clothes. We will not be held responsible for lost or damaged clothing. Therefore, it is our recommendation that your child's clothes are labeled accordingly. For your benefit, please label all Tae Kwon Do uniforms and equipment.

Parent-Facility Communication: All special notices and announcements will be posted on the bulletin board in the activity room as well as the bulletin board in the entryway. A parent notice board is also located by the front desk for late fees, etc. Please take the time to look at the boards to help keep your child and yourself updated on events. We will be happy to discuss any concerns you have about our policies and procedures.

Parent Conferences: can be scheduled for lengthy discussions, however short conversations can be discussed with the appropriate staff member if available, as long as the supervision of the students is not compromised. Parents will be notified if we have to change a scheduled conference.

Parent Participation: If you wish to volunteer time or provide donations please contact the facility at 281-537-1631. We encourage you to participate in the activities at this center with your child when time permits.

Child Abuse: The law requires that suspected cases of child abuse be reported. Section 34.03 specifically states that any person reporting abuse or neglect is immune from civil liability as long as the report was made in good faith and without malice. Failure to report child abuse is a class B misdemeanor, punishable by imprisonment of up to 180 days and/or fine of up to \$1000. It is our responsibility as well as the parent's responsibility to report any suspected cases. Please understand we have each child's best interest at heart.

Discipline & Guidance: Any child presenting a discipline problem will be made aware of his/her actions in a polite, yet strict manner. Parents will be made aware of any disciplinary infraction that might involve the injury of another child, failure to follow rules and regulations, or destruction of property. Continued discipline problems may result in the loss of membership. *Parents will be responsible for any damage or broken property. There is no deduction in tuition if terminated from Kid Fit.* Our goal is to have each child treated with respect by the staff as well as the other students. Please let us know if your child is having problems so we can address the issue. A discipline and Guidance form is included in your enrollment packet for your review and acknowledgement by signature.

Lost and Found: Every Friday the lost and found will be placed in the activity room. This is done so the students have the opportunity to search for any missing items. After the last child has left on Friday, all items remaining will be given to a charitable organization.



Policy Changes: Any policy changes will be posted on the bulletin board by the front desk. Each parent will be notified of the changes for their records.

Records: Daily attendance will be kept on file as well as notification of sickness, accidents, or any other special development.

Visitation: We invite you to visit our center at any time. Please consult with the center director should any problems arise concerning your child either at the center or at home. We seek your active involvement as parents. We invite your ideas and suggestions and hope you will share them with us often.

Additional Information: You may contact the local licensing office by one of the following methods:

Web: www.dfps.state.tx.us/

Phone: 713-940-5200

Child Abuse Hotline: 1-800-252-5400

The most recent licensing report is available for review on the bulletin board by the front desk.

Parents may review a copy of minimum standards and policies and procedures at Kid Fit upon request.

In accordance with TDFPS the following amendments have been set in place for child care centers:

Section 745.501: Parents engaging in organized criminal activity within 1000 feet of a child-care center, which is now considered a gang-free zone, will face consequences within the limits of the law.

Section 746.801: Kid Fit will post and inform employees and parents of any CPSC recall list.

Section 746.1309: Transportation Safety Training

Any childcare giver who transports a child in care whose chronological or developmental age is younger than nine years of age is to complete two additional hours of annual training in transportation safety.

The new law requires a child to be secured in a safety seat system if a child is younger than eight years of age, unless the child is taller than four feet, nine inches. Parents will be responsible for providing the center with a safety seat system that adequately fits their child.

Section 746.2401: This facility does not provide infant care as part of the program.

Section 746.5202: Emergency Evacuation Plan

In the event of an emergency which requires the staff to relocate the children away from the facility, our location site is Reynolds Elementary located at 3975 Gladeridge, Houston 77068. The transportation will be done by facility vehicles. Each child will be accounted for by roll call before leaving the facility and after arriving at the relocation area. Once staff has accounted for each child, parents will be notified of the whereabouts of their child. Each child will be signed out as they are picked up. If possible the center phone number 281-537-1631 will be forwarded to 713-818-6181 or 713-818-3777 for contact purposes. Communication with local authorities will be done by one of the above numbers if unable to stay at the facility. All medical authorizations, enrollment forms, roll call, sign out sheets, medications and first aid kits will be brought with the staff upon leaving the facility.



Senate Bill 471: Prevention of Child Abuse and Neglect Training

All licensed child care centers must offer 1 hour of annual training for staff members in prevention techniques for and the recognition of symptoms of abuse and neglect as well as the responsibility and procedure for reporting suspected abuse and neglect. Staff members will take the required annual training to stay abreast on the awareness on abuse and neglect. We will work as a team with both the staff and parents to ensure the safety of each child enrolled in our center. Kid Fit will contact the local authorities and/or CPS with any suspected cases. We will offer assistance to any parent who needs to obtain assistance and/or intervention through local agencies for parenting classes, CPS and/or Child Abuse Hotline at 1-800-SOS-CHILD or 1-800-252-5400. Any information or pamphlets we receive from local agencies on child abuse and neglect will be made available for staff and parent use at the front desk.

Kid Fit utilizes a first come first serve policy. Children are admitted to our facility as space requirements permit without regard to race, religion, or national origin. We assure you that we will do our very best to provide your child a safe physical environment and an atmosphere where they can feel secure and free to grow at their own pace. We sincerely thank you for entrusting us with your child.

*** Kid Fit reserves the right to refuse service. ***
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