

Kidstopia Learning Academy  
PARENT HANDBOOK



**Phone: 956-520-8008**

**Address: 3002 E Mile 11, Weslaco, Texas 78599**



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# **Policies and Procedures Handbook**

## **Introduction and Welcome**

### **Welcome!**

Thank you for choosing Kidstopia Learning Academy, where we strive to provide an environment that is both stimulating and nurturing. We promote learning through discovery, exploration and self-expression in a safe setting with experienced teachers and caregivers who understand the importance of developing the whole child. Our center is well-equipped for infants age 0 through children 12 years of age.

### **Program Philosophy and Goals (Mission Statement)**

At Kidstopia Learning Academy, our philosophy is rooted in nurturing young minds through play-based learning that celebrates curiosity, creativity, and the joy of discovery. We believe that play is the foundation of meaningful learning and supports the development of confident, independent thinkers. Our goal is to provide a safe, inclusive, and culturally responsive environment where every child is valued, respected, and supported. We focus on the development of the whole child socially, emotionally, cognitively, and physically by fostering empathy, cooperation, self-confidence, and a lifelong love of learning.

Kidstopia Learning Academy is committed to developmentally appropriate practices that promote school readiness while honoring each child's individual strengths, abilities, and learning styles. Through positive relationships, intentional teaching, and active exploration, children are encouraged to build skills that support success in school and beyond.

We value strong partnerships with families and the community and recognize parents as a child's first and most important teachers. Together, we work to support each child's growth and well-being while instilling the core values of kindness, respect, imagination, and resilience, preparing children to thrive in school and in life.

### **License and Training**

Kidstopia Learning Academy is licensed in the state of Texas to provide care for children: birth to 12 years of age. All of our teachers have completed First Aid, CPR, water safety as well as 24 hour yearly child development trainings.

### **Non-Discrimination Policy**

Kidstopia Learning Academy prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, and any other class of individuals protected from discrimination under state or federal law in any aspect of the access to, admission of, or in employment and application for employment. This institution is an equal opportunity provider.

## Curriculum and Special Activities

### Curriculum Goals

Kidstopia Learning Academy believes that young children learn best through guided exploration and play, supported by intentional teaching and developmentally appropriate instruction. Our daily schedule reflects a balanced approach that includes child-initiated exploratory learning, small group activities, and whole group learning experiences.

Kidstopia Learning Academy uses the CLI Engage curriculum, a research-based curriculum that supports play-based learning and identifies measurable goals across all areas of child development. Our curriculum is designed to promote school readiness while meeting the individual needs of each child.

#### Curriculum Goals by Developmental Domain

##### Social Development

To help children feel safe and comfortable in the learning environment, build trusting relationships, develop friendships, and experience a sense of belonging within the group.

##### Emotional Development

To support children in developing self-confidence, independence, self-regulation, and positive attitudes toward learning while encouraging emotional expression and resilience.

##### Cognitive Development

To help children become confident and curious learners by encouraging exploration, problem-solving, questioning, and creative thinking. Children are supported in expressing their ideas, observations, and feelings through language and hands-on experiences.

##### Physical Development

To promote the development of both large and small motor skills, body awareness, coordination, and confidence in what their bodies can do through active movement and fine-motor activities.

### Birthdays

Cupcakes or cookies can be sent in for your child's birthday with advanced notice of at least 1 week. All treats must be store bought and may not be homemade due to the health policies of the state of Texas for daycares. You may also send in one juice box per child. Parents will be notified in advance of upcoming birthday parties and will be required to provide an alternate snack for children with food allergies. If you do not want your child to participate in birthday parties, please indicate this in writing upon registration. Your child will be provided with an alternate activity. Kidstopia Learning Center is not responsible for nutritional value.

# **Curriculum and Special Activities**

## **Field Trips**

Several field trips are planned during the year to provide enrichment activities to the children. Written parental/guardian permission is required prior to your child going on a field trip. Children will be transported in a rented vehicle. Parents also have the option to transport their child to and from the outing destination. Parents can also opt to keep their child at Kidstopia Learning Academy instead of going on the fieldtrip. Parent volunteers are always welcome to attend field trips.

## **Enrichment Activities**

Kidstopia Learning Academy believes in providing children with enriching and engaging experiences. We occasionally schedule special presentations by people in our community to provide additional educational opportunities to the children. Fire fighters, police officers, and military servicemen and women have been invited to speak. Parents will be notified in writing in advance of these visits and can opt out of having their child participate if desired. An alternate activity will be provided.

## **Transportation Procedures**

At Kidstopia the safety and well-being of every child is our top priority—especially during transportation. . Students are required to have a name tag during field trips at all times ages include 6-12

updates on afterschool pickup, will be shared via the Brightwheel App. Parents must sign a afterschool permission form.

All vehicles used meet state safety regulations, and children will be transported by licensed and approved staff members.

Proper car seats or booster seats will be used based on the age and size of each child, following local transportation safety laws.

### **1. Parent Transportation Responsibilities**

Families are responsible for arranging their child's transportation to and from the center unless otherwise communicated for their absence.

Children must be signed in and out daily by an authorized adult.

### **2. Safety Guidelines During Transportation**

For those enrolled in afterschool transportation:

Staff will conduct headcounts before departure, during transitions, and upon return.

Emergency contact information and medical supplies (such as EpiPens or inhalers, if applicable) will be brought on all trips.

If you have any questions or need clarification about transportation policies, please contact the center director via Brightwheel or in person.

## **Emergency Procedures**

- Vehicle Accident: Call 911. Check on children. Notify the center and parents immediately.
- Breakdown: Pull over safely. Call the center and roadside help. Children stay on the vehicle unless unsafe.
- Medical Emergency: Call 911. Provide first aid. Notify the center and the child's parent/guardian.
- Severe Weather: Pull over safely or return to the center. Keep children calm and wait for instructions.
- Stranger Danger: Keep doors locked. Call 911 and the center immediately.
- Missing Child: Call 911 and the center. Provide full details and cooperate with authorities.

### Staff Preparedness

- All transportation staff are trained in CPR, first aid, and emergency protocols.
- Emergency contacts and a charged phone are carried on all trips.

**Contact: Kayla Zamarripa**

**Kidstopia Learning Academy**

**956-520-8008 seedtobloomkayla@gmail.com**

## **Water Activities Procedures**

All water play is supervised by trained staff at all times.

Water activities are designed to involve shallow or low-risk environments only—Kidstopia does not engage in activities such as swimming or deep water play.

Staff will conduct headcounts before, during, and after all water-based activities. activities will include splash mats, splash pads(local park splash pads) Sunscreen and hydration are also emphasized during outdoor water play.

If you have any questions about our water activity policies or need an additional waiver form, please contact the front desk or message us through Brightwheel.

We must obtain written authorization from the parent/legal guardian before their

children participate in any water related activities occurring in water more than two feet deep.

## **Promotion of Indoor and Outdoor Physical Activity**

At Kidstopia Learning Academy, we recognize that physical activity is essential to a child's health, development, and learning. In accordance with Subchapter F (Developmental Activities and Activity Plan), we provide daily opportunities for both indoor and outdoor physical activity that promote gross motor development, social interaction, and lifelong healthy habits.

### **A. Benefits of Physical Activity and Outdoor Play**

We believe regular physical activity helps children:

Develop strong muscles and bones, Improve balance, coordination, and motor skills, Enhance focus and reduce stress, Foster creativity and imagination, Build confidence and teamwork through play

Outdoor play also provides children with exposure to nature and fresh air, which supports emotional regulation and cognitive development.

### **B. Duration of Physical Activity (Indoor and Outdoor)**

At Kidstopia, children engage in:

At least 60 minutes of total physical activity daily, which includes:

30–45 minutes of outdoor play (weather permitting) 15–30 minutes outdoor play

Schedules are adjusted by age group and based on children's individual developmental needs.

### **C. Types of Physical Activity Offered**

Children will participate in both:

Structured Activities (teacher-led):

Running, climbing, or ball play in designated areas

Use of indoor gross motor equipment such as tunnels, mats, and balance beams

### **D. Physical Activity Settings**

Our physical activity program takes place in the following designated spaces:

Outdoor Playground (secured, age-appropriate)

Indoor Gross Motor Room or multi-purpose space

Classroom Movement Areas (for short bursts of movement like dancing or yoga)

All spaces are equipped to safely support a variety of physical activities.

### **E. Recommended Clothing and Footwear**

To ensure safe and unrestricted movement, children should wear:

Comfortable, weather-appropriate clothing

Closed-toe, rubber-soled shoes (e.g., sneakers/athletic shoes)

On water or high-heat days: extra clothes, sun hats, or water-safe footwear (when appropriate)

Children may not be allowed to participate in some physical activities if they arrive in inappropriate footwear such as flip-flops, sandals, or shoes with heels.

## **F. Extreme Weather Criteria**

Outdoor play will be limited or canceled when the following conditions are present:

Temperature or heat index above 90°F or below 40°F

Air quality warnings, including ozone action days

Heavy rain, lightning, or thunderstorms

Wind advisories or poor ground conditions

We follow the guidance of local health authorities and weather alerts to ensure child safety we will be using the weather channel app to view the weather for storms, and the temperature,

## **G. Physical Activity on Extreme Weather Days**

When outdoor play is restricted due to weather, physical activity will be provided indoors. Children will still receive their full daily quota of physical activity, even on inclement weather days.

If you have any questions or concerns regarding our physical activity policy or your child's participation, please contact our center director through the Brightwheel App or stop by the front desk.

When outdoor play is not an option, we plan intentional, age-appropriate physical activities indoors to keep children active and engaged. These activities are designed to promote physical development, coordination, and social skills in a fun and safe environment.

Examples of Indoor Physical Activities:

- Dance Parties & Movement Songs
- Children move to music with guided routines that promote rhythm, coordination, and fun.
- Yoga and Stretching for Kids
- Calming, strength-building poses appropriate for all ages.
- Obstacle Courses
- Set up using mats, cones, tunnels, balance beams, and hoops to support motor skill development.
- Parachute Games
- Group activities that encourage movement, teamwork, and excitement.
- Ball Play
- Rolling, tossing, and catching soft balls in open indoor spaces.

# **Enrollment and Withdrawal**

## **Enrollment Requirements**

Before your child can be officially enrolled in Kidstopia Learning Academy you must complete and provide the following documents:

- Parent Contract
- Enrollment Form
- Signed Consent Forms
- Copy of Immunization Record or Exemption.
- Registration Fee must be paid \$50
- Parent ID's

## **Waitlist**

Once Kidstopia has reached capacity, your child will be placed on our waitlist. This requires a \$50 refundable deposit to secure your child's spot. When a spot becomes available, you will be contacted and will have 48 hours to respond or you will lose your spot and the next parent on the waitlist will be contacted.

## **Withdrawal**

Occasionally, a child will exhibit behaviors while being in our care. If the difficulty persists, we will schedule a conference with you to develop an individual plan for the success of your child. However, if the child's behavior continues to be disruptive or unsafe despite this intervention, we reserve the right to withdraw your child from our care. If the rules and policies set forth are not followed, we reserve the right to terminate the daycare contract agreement at anytime. In such an event, we will be paid in full through the end of the week in which such termination occurs.

You must give a two week notice when voluntarily withdrawing your child from kidstopia learning academy. You will be responsible for all final payments through the end of the notice period, whether in attendance or not.

## **Registration Fee**

A non-refundable registration fee in the amount of \$50 is due upon signing the child care contract. Registration fee helps cover cost of materials such as sleeping cots, art supplies, etc..

## **Enrollment Procedures and Policy Notifications**

At Kidstopia Learning Center, we are excited to partner with families in providing a nurturing and enriching environment for young learners. Our enrollment process is designed to be clear, supportive, and accessible to all families.

- Enrollment Process
- To enroll your child at Kidstopia, please follow the steps outlined below:
- Tour and Initial Inquiry
- Families are encouraged to schedule a tour of the center and speak with our director or enrollment coordinator to learn more about our philosophy, curriculum, and programs.
- Application Submission
- Complete and submit an enrollment application, including the non-refundable registration fee. Applications are processed on a first-come, first-served basis based on availability.
- Enrollment Packet
- Once accepted, families will receive an enrollment packet which must be completed and returned before the child's first day. This packet includes:
  - Emergency contact information
  - Health and immunization records
  - Signed parent handbook acknowledgment
  - Authorization forms (e.g., pick-up, photo consent)
- Tuition Agreement
- A tuition agreement outlining fees, payment schedule, and withdrawal policies must be reviewed and signed prior to the start date.
- Orientation Visit
- A brief child/family orientation may be scheduled to help the child ease into the new environment and allow time to meet staff.

## **Notification of Policy Changes**

At Kidstopia Learning center, we strive to keep families informed of any updates to our policies, procedures, or program offerings.

Families will be notified of any policy changes in the following ways:

**Brightwheel App:** A notification will be sent directly through Brightwheel with a summary of the change and, when applicable, a digital copy of the updated policy.

**Parent Information Board:** Important updates will also be posted on the Parent Info Board located in the front lobby.

### **Advance Notice:**

Whenever possible, families will be given at least two weeks' notice of any significant policy change unless it is due to an emergency or licensing requirement.

**Acknowledgment of Changes:**

Parents may be asked to sign an acknowledgment form for substantial updates, especially those related to health/safety, tuition, or program structure.

**Questions or Concerns**

We encourage open communication and welcome any questions you may have about our policies or enrollment procedures. Please feel free to contact the center director via Brightwheel or in person during business hours.

**Rates: Effective February 1, 2026**

**Full-Time weekly fees:** Full-time is defined as having access to our services on all days that we are open, Monday thru Friday from 7am-6pm.

Rates are as follows:

**Infants: Birth- 17 months \$ 191**

**Toddlers: 18months- 36 months \$185**

**Pre-schoolers:3-5 years \$ 175**

**Afterschool : \$ 170**

**Part-time weekly fees:** Part-time is defined as having access to our services with a maximum of 6 hours or less each day, Monday thru Friday from 7am-6pm. These hours will be selected by the parents at time of registration and can be changed with a two week notice. Part-time enrollment is contingent on space available. If no space is available, the child can be placed on a wait list. Rates are as follows:

**Infants: Birth- 17 months \$178**

**Toddlers: 18 months-36 months \$ 171**

**Pre-Schoolers: 3-5 years \$150**

**Afterschoolers \$150**

**Payment Due Date**

Payments are due the Monday before care. Payment may be made by checks, cash, card or VIA brightwheel

**Late Fees**

A late fee of \$5 per day will be assessed for each late day. If payment is more than one week late, we reserve the right to terminate this agreement.

**Delinquent Account & Termination Policy**

If your account balance reaches \$600 or more, your child will be automatically withdrawn from the program, and childcare services will be terminated immediately.

The unpaid balance will be sent to a collections agency, and you will be responsible for all associated fees.

Re-enrollment will require full payment of the balance, applicable fees, and is subject to availability and approval.

By enrolling, you agree to this policy.

**Late pick up Fees**

Parent/Guardian will be charged additional fees for late pick up.

\$ 2 per minute increment

## Rates and Fees

### Tuition Rates - CCS / Workforce Solutions

The tuition rates outlined in this handbook reflect Texas Workforce Solutions Child Care Services (CCS) reimbursement rates. These rates apply only to families whose childcare services are authorized through the Texas Workforce Solutions CCS program.

Updated CCS reimbursement rates will be effective January 1, 2026, pending approval by Texas Workforce Solutions and in accordance with CCS program guidelines.

Families participating in the CCS program are responsible for complying with all Texas Workforce Solutions CCS requirements, including attendance reporting, parent share of cost (if applicable), and timely communication regarding changes in eligibility, employment, or enrollment status.

Any changes to CCS reimbursement rates, parent share of cost, or authorization are determined by Texas Workforce Solutions and are subject to their policies. Families will be notified of applicable changes as required by the CCS program.

AGES SERVED	PART TIME CCS MAXIMUM RATE	FULL TIME CCS MAXIMUM RATE	PART TIME TSR MAXIMUM RATE	FULL TIME TRS MAXIMUM RATE	BLENDED TIME CCS MAXIMUM RATE	BLENDED TIME TRS MAXIMUM RATE
<b>0-11 MONTHS</b>	<b>36.00</b>	<b>38.80</b>	<b>37.81</b>	<b>40.75</b>		
<b>12-17 MONTHS</b>	<b>35.60</b>	<b>38.20</b>	<b>37.39</b>	<b>40.12</b>		
<b>18-23 MONTHS</b>	<b>34.80</b>	<b>37.60</b>	<b>36.55</b>	<b>39.49</b>		
<b>2 YEARS OLD</b>	<b>34.20</b>	<b>37.00</b>	<b>35.92</b>	<b>38.86</b>		
<b>3 YEARS OLD</b>	<b>31.60</b>	<b>36.40</b>	<b>33.19</b>	<b>38.23</b>		
<b>4 YEARS OLD</b>	<b>31.00</b>	<b>35.60</b>	<b>32.56</b>	<b>37.39</b>	<b>31.67</b>	<b>33.27</b>
<b>5 YEARS OLD</b>	<b>30.20</b>	<b>35.00</b>	<b>31.72</b>	<b>36.76</b>	<b>30.90</b>	<b>32.46</b>
<b>6 YEARS AND OLDER</b>	<b>30.00</b>	<b>34.80</b>	<b>31.51</b>	<b>36.55</b>	<b>30.70</b>	<b>32.25</b>

## **Student Vacations:**

If a Parent/Guardian plans on taking a vacation and the child will not be in care, the provider must be given a week notice. Parent is still expected to pay during their scheduled vacations as tuition is by enrollment.

## **Dismissal / Pick-Up Procedures**

For the safety and well-being of all children, Kidstopia Learning Academy follows strict dismissal procedures.

All children must be picked up no later than 6:00 p.m. Parents or authorized individuals must ring the bell to enter the building. Upon pick-up, the adult is required to sign the child out using the daily sign-out sheet, which includes the child's name, the name of the person picking up, and the time of dismissal.

Children will only be released to parents or individuals listed on the Authorized Persons for Pick-Up form. Any individual other than a parent will be required to present a valid photo identification before the child is released. Staff will verify the identity of the individual to ensure the safety of all children.

Children will not be released to unauthorized individuals under any circumstances. If an individual arrives to pick up a child and is not listed as authorized, staff will contact the parent or guardian immediately for confirmation. If authorization cannot be verified, the child will remain in the care of Kidstopia Learning Academy until proper arrangements are made.

These procedures are in place to ensure a safe and secure dismissal process for every child.

## **Absences**

Please notify the center by 8:00 a.m. if your child(ren) will be absent. This helps us arrange appropriate staffing. You may call the center at 956-520-8008. If no one answers, please send a message through Brightwheel.

## **Why We Do Health checks:**

Protect all children and staff from communicable illnesses

Allow us to spot signs of illness or discomfort early

Support early intervention for any health concerns

Promote a safe, clean environment

How the Health Check Is Conducted: Health checks are done discreetly and respectfully by trained staff, typically at drop-off time, and only take a moment. We observe your child for the following:

### Visual Signs

Eyes: Redness, swelling, discharge, or excessive tearing

Skin: Rashes, bumps, bruises, cuts, or signs of infection

Breathing: Coughing, wheezing, difficulty breathing

Behavior: Unusual fussiness, irritability, extreme fatigue

### Physical Signs

Temperature: We check for signs of fever (hot to the touch, flushed face). A thermometer is used only if a child appears ill.

Hygiene: We ensure hands, face, and clothing are clean and appropriate for the day.

Injury or Illness: We ask about any recent accidents or if the child has been feeling

## **Questions We May Ask Parents**

- Has your child had any symptoms (fever, vomiting, diarrhea, cough)?
- Has your child been exposed to any contagious illnesses?
- Is your child on any medications today?
- Did your child sleep and eat well?

## **What Happens If a Concern Is Noted?**

- We will discuss it with you immediately.
- Depending on the issue, we may ask you to monitor the child, provide a doctor's note, or keep them home.
- We always follow state licensing health policies and Texas Minimum Standards.

## **Your Role as a Parent/ You can help by:**

- Letting us know if your child has had any recent symptoms or exposure to illness
- Keeping your child home when they are sick
- Providing up-to-date emergency and health information

Together, We Keep Everyone Healthy! Thank you for helping us maintain a safe and nurturing environment at Kidstopia . If you ever have questions about our health check process, please don't hesitate to ask!

Contact Us Anytime: Kayla Zamarripa

☎ 956-520-8008 ✉ [seedtobloomakayla@gmail.com](mailto:seedtobloomakayla@gmail.com)

One of our staff members will escort your child to their classroom. If your child will be absent, please notify us by 10am if your child will not attend by calling our center.

## **Dismissal**

All children must be picked up by 6pm. Please ring the bell to enter the building. You will be required to sign out your child. If someone else will be picking up your child they must be on the Authorized Persons list. Photo ID will be required by the person picking up your child. Individuals other than parents who pick up the child will be asked for picture ID in order to ensure the safety of all children.

Children will not be released to unauthorized individuals. If someone shows up to pick up your child and staff was not made aware of it, we will call you immediately.

## **Hours of Operation and Closings**

**Hours of Operation: Monday through Friday from 7am-6pm.**

**Holiday closings:**

**kidstopia will be closed on the following holidays: For the 2026 Year Good Friday, Fourth of July, Memorial Day, Labor day, Thanksgiving (Thursday and Friday) Christmas Eve & Day, New Year's Day,**

## **Illness and Injury Policies**

### **Child Absence Due to Illness:**

If your child has a fever, vomiting, diarrhea, Covid, cold, flu or other contagious illness, please keep your child at home until symptoms have subsided and they are without fever, diarrhea, and vomiting for a period of at least 24 hours. When a child is ill and will stay home, the Parent/Guardian is expected to make every effort to give the provider as much notice as possible.

### **Illness During Care:**

When a child becomes ill while in the care of the provider, the provider will immediately notify the parent/guardian. If child presents with a fever above 100 f, vomiting, or diarrhea, the parent/guardian or approved pick up person, will be required to come pick up the child from care. Kidstopia may require a physician's note to return the child to care at our discretion.

### **Child Injury:**

In the event of injury, parent/guardian will be notified immediately and an incident report will be completed. First aid will be applied. If the injury is more substantial, the provider will require the parent or authorized person pick up the child from care. If it is a life threatening injury, emergency authorities will be contacted immediately.

### **Bug Bites:**

If your child receives an insect bite during our care, we will administer first aid if you have signed the first aid consent form. If you have not signed the consent form, we will notify you immediately so that the child can be picked up if deemed necessary.

### **Head Lice:**

Children with live head lice (active infestation) are not permitted to attend Kidstopia Learning Academy until they have received proper treatment and are lice-free.

### **Allergies:**

If your child has allergies, please complete that section on the enrollment form. The parent is required to provide information during registration about the child's allergies. Life threatening allergies require physician's documentation and emergency medication to be supplied to the provider. Our staff is fully trained to administer emergency medication (e.g. Epi-pen) if necessary. In the event of a life threatening allergic reaction, the parent as well as emergency services will be contacted immediately.

# **Emergencies**

## **Emergency Evacuation:**

In the event of an emergency at Kidstopia, children will immediately be evacuated if necessary. Emergency officials will be contacted. Parents will be contacted immediately. At the discretion of the provider, the parent may be required to pick up the child from care. If the building must be evacuated during the emergency and cannot be occupied for the remainder of the day, the children will be taken to Hidalgo county sheriff's office where parents will be called to pick up their child.

## **Emergency Drills:**

Only fire

In compliance with state of Texas law, Fire drills, Shelter in place and Lockdown drills must be practiced every 1-4 months. (1 per month) Prior to drills, children will be instructed on the procedures and given an opportunity to practice.

## **Fire Safety:**

Fire extinguishers and smoke detectors are present throughout the building as required by Texas law. Our facility is regularly inspected by safety officials to ensure compliance with Texas law.

## **Carbon Monoxide:**

Our center is equipped with carbon monoxide detectors to ensure the safety of everyone at Kidstopia Learning Academy.

## **Discipline**

### **Positive Behavior Supports:**

Kidstopia Learning Academy uses positive behavior supports to encourage pro-social behaviors with adults and peers.

Children are taught to be respectful, responsible, and kind to others. Caregivers model these behaviors and role play situations that encourage kindness during social skills groups. Good manners are encouraged and modeled by our caregivers.

OR

### **Calm Down Area:**

If a child starts to become upset or dysregulated, he or she will be encouraged to use the calm down area to practice self-soothing activities such as breathing, cuddling an animal, playing with a sensory toy, etc. Once the child is calm, he or she will be reminded of the rules and encouraged to rejoin the group.

### **Harm towards others:**

If a child harms a staff member or child, the child will be separated from the group until guidance the child can calm down. Once the child regains control, positive guidance and discipline will be provided. The parents of the children involved will be notified by the director or caregiver.

### **Biting:**

If a bite is sustained, the offending child is removed from the group. The harmed child will be administered first aid. Both parents will be contacted immediately an incident report will be written for the injured child. If the bite has broken the skin, it is recommended that the child be examined by a doctor. If biting becomes a pattern, the parents will be required to attend a conference with staff to develop a plan to address the biting behavior. If biting persists despite the implementation of additional supports, the child may be withdrawn from Kidstopia.

## **Challenging Behavior Policy / Discipline and Guidance**

(Positive Behavior Supports)

Kidstopia Learning Academy uses positive behavior supports and developmentally appropriate guidance strategies to encourage pro-social behavior with adults and peers. Children are supported in learning self-regulation, problem-solving skills, respect, responsibility, and kindness in a safe and nurturing environment.

Caregivers model appropriate behavior, use redirection, role-play, and teach social skills through active participation, exploration, and daily interactions. Guidance strategies are individualized to meet each child's developmental needs and promote school readiness. Good manners and positive interactions are consistently encouraged and modeled by staff.

Challenging behaviors are addressed in a supportive and proactive manner, focusing on teaching appropriate behavior rather than punishment. The following strategies may be used:

- Positive reinforcement and encouragement
- Redirection to appropriate activities
- Clear and consistent expectations
- Teaching emotional regulation and communication skills
- Natural and logical consequences when appropriate

Kidstopia does not use corporal punishment, harsh discipline, humiliation, or any form of emotional or physical punishment, in accordance with Texas Workforce Solutions Child Care Services (CCS) and state child care licensing regulations.

When ongoing or significant challenging behaviors are observed, the Director and teaching staff will work collaboratively with families to discuss concerns, identify possible causes, and develop consistent strategies to support the child. These conversations may take place during parent-teacher conferences or scheduled meetings and will be documented in writing. Parents will be kept informed of their child's progress and any strategies being implemented.

If necessary, families may also be provided with information regarding community resources or support services to further assist in addressing challenging behaviors. All discussions and actions are guided by the best interest of the child and the objectives of Kidstopia Learning Academy's program.

## **Suspension and Expulsion Procedures**

At Kidstopia Learning Academy, we are committed to nurturing each child's growth in a safe, respectful, and supportive environment. We recognize that young children are still learning how to express their emotions and navigate social relationships. While we strive to support all children through developmentally appropriate guidance and intervention, there may be rare instances when suspension or expulsion is necessary to ensure the safety and well-being of the classroom community.

### **Our Approach**

We believe in working collaboratively with families to address challenges early and constructively. Suspension and expulsion are used only after all other efforts to support the child have been explored.

#### **1. Reasons for Suspension or Expulsion**

Suspension or expulsion may be considered under the following circumstances:

Repeated unsafe or aggressive behaviors (e.g., hitting, biting, running away from supervision)

Ongoing disruptive behavior that significantly interferes with the learning or safety of others

Destruction of property or deliberate harm to others

Possession of weapons or other dangerous items

Continued non-compliance with Seed to Bloom policies by the child's parent or guardian, including inappropriate conduct toward staff or other families

#### **2. Intervention Steps Prior to Suspension/Expulsion**

Before any formal disciplinary action is taken, the following steps will be followed whenever possible:

Observation & Documentation

Staff will observe and document the child's behavior and any concerning patterns.

Communication with Parents/Guardians

Parents will be notified of concerns and invited to meet with teachers and/or the center director.

Behavior Support Plan

A collaborative plan will be developed with specific goals, strategies, and a timeline to help support the child's success.

Referrals for Support Services

If needed, we may recommend additional support such as early intervention, behavioral therapy, or a developmental screening.

### **3. Suspension Procedure**

If a child's behavior poses an immediate risk to themselves or others, they may be temporarily suspended from the program.

Parents will be contacted immediately and asked to pick up their child.

A written notice of suspension will be provided within 24 hours, including the reason for the suspension and duration (usually 1-3 days).

A re-entry meeting will be required before the child returns to discuss conditions for a successful reintegration.

### **4. Expulsion Procedure**

If, after interventions, the child's behavior continues to pose a serious risk or significantly disrupt the program, expulsion may be considered.

Parents will receive written notice outlining the reasons for expulsion, effective date, and any recommendations for alternative services.

A final meeting will be offered to provide support and guidance for next steps.

### **5. Appeals Process**

Families may appeal a suspension or expulsion decision:

A written appeal must be submitted to the director within 5 business days.

The appeal will be reviewed by the center's leadership team.

A written response will be provided within 10 business days. Decisions made at this level are final.

### **6. Commitment to Equity**

Kidstopia Learning Academy does not suspend or expel children based on race, ethnicity, religion, family background, disability, or any protected status. We are committed to inclusive practices and supporting each child's right to learn and grow.

# **Supporting Inclusive Services for Children with Special Care Needs**

At Kidstopia Learning Academy, we are committed to providing an inclusive, nurturing environment where every child can learn and grow. We follow state guidelines (§746.2202) to support children with special care needs by planning activities that meet their individual needs and abilities.

Policy on Planning Activities for Children with Special Care Needs

Effective Date: June 2025

Review Date: \*

## **Purpose**

To ensure that all children, including those with special care needs, receive appropriate accommodations and inclusive activities that support their development, in compliance with Texas Administrative Code §746.2202.

## **Policy Details**

1. Accommodations Based on Professional Recommendations
2. We will provide each child with special care needs the accommodations recommended by:
  - A health-care professional; or
  - A qualified professional affiliated with the local school district or early childhood intervention program.
3. Utilization of Adaptive Equipment
4. Any adaptive equipment provided to the center for a child's use will be utilized as recommended to support the child's participation in activities.
5. Facilitation of Specialized Services
6. If a child receives early intervention services or special education services, we will ensure that these services can be delivered by a qualified service provider at our center, with parental request and approval.
7. Inclusive Activity Planning

- Activities will be designed to integrate children with and without special care needs, promoting an inclusive environment that supports the participation of all children.
- Adaptation of Equipment and Procedures
- Caregivers will adapt equipment and procedures and vary methods as necessary to ensure that children with special care needs are cared for in a natural environment that supports their development.

## Implementation

- Staff Training: All staff will receive training on accommodating children with special care needs and implementing inclusive activities.
- Collaboration with Families: We will work closely with families to understand each child's unique needs and ensure appropriate accommodations are in place.
- Regular Review: This policy will be reviewed annually and updated as necessary to reflect changes in regulations or best practices.

## Acknowledgment of Receipt

I acknowledge that I have received, read, and understand the Policy on Planning Activities for Children with Special Care Needs of Kidstopia learning academy. I agree to comply with the policy and understand the importance of inclusive practices.

Employee Name (Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Our Approach

- We collaborate with parents, specialists, and staff to create personalized care and activity plans for children with special care needs.
- Activities are adapted to ensure all children can participate safely and meaningfully.
- Staff receive training to understand and accommodate diverse needs.

## Managing Aggressive or Violent Behavior

If a child exhibits aggressive or violent outbursts:

- We will schedule an initial meeting with the parents and the Center Director to discuss concerns and possible strategies.
- If issues continue, a second meeting will be held including the child's teacher, parents, and director to develop a collaborative plan.
- If, after these meetings, we are unable to reach a collaborative solution to ensure safety and appropriate care, termination of enrollment may be considered as a last resort.

We believe in open communication and working closely with families to support every child's success.

If you have questions or need to discuss your child's specific needs, please contact the Center Director.

## **Medical**

### **Staff training**

All staff have received training in First Aid, CPR, and Water Safety Training as well as 24 hours of child development training yearly.

### **Medication Administration**

Prescribed and non-prescribed medications can be administered with proper medication authorization form completed by the parent. Prescription medication for your child must be prescribed by a physician. All prescribed medication must be in the original container with the pharmacy label that clearly states the medication name, child's name, administering amount and the date of the prescription.

Non-prescribed medication administration must be accompanied with a doctor's note which states that the staff at Kidstopia Learning Academy can administer the medication and follow the dosage amount as indicated on the box and/or container. All medications will be kept in a secure cabinet and will be labeled and where children cannot access.

### **Vaccination Requirements**

All children enrolled in Kidstopia Learning Academy must meet applicable immunization requirements specified by the Texas Department of Health. This applies to children from birth through school age. The documentation must be validated by a physician or other health-care professional with a signature or rubber stamp, and include the child's name and birth date, the number of doses and vaccine type, and the month, day and year the child received each vaccination. This documentation may be a photocopy. Any exemptions from the immunization requirements must meet criteria specified by the Texas Department of Health.

## **Safety**

### **Security/ Cameras**

Your child's safety and security is our highest priority. All external doors are locked at all times and parents must ring the outside bell before being permitted inside our facility.

Security cameras are positioned outside of the building and in all classrooms to ensure the security and safety of all in our building.

## **Epinephrine Auto-Injector Policy**

To ensure the safety of children with severe allergies, Kidstopia Learning Academy maintains strict policies regarding the use, maintenance, and disposal of epinephrine auto-injectors.

### Parent Responsibilities

- Parents must provide their child's prescribed epinephrine auto-injector (EpiPen) for use in case of an emergency anaphylactic reaction.
- Parents should inform staff of the exact location where the auto-injector will be kept and provide any specific instructions for its administration.

### Center Responsibilities

- Kidstopia Learning Academy staff are trained to administer epinephrine auto-injectors promptly in emergency situations.
- The center maintains proper storage of all epinephrine auto-injectors to ensure they are accessible and safe.
- Used or expired auto-injectors will be disposed of following Texas Department of State Health Services guidelines.

### Compliance

Our policies comply with:

- Texas Administrative Code, Title 25, Chapter 40, Subchapter C
- Texas Health and Safety Code §773.0145

## **Peanut-Free Policy**

To ensure the safety of all children, especially those with life-threatening peanut allergies, Kidstopia Learning Academy is a peanut-free facility.

### Policy:

Peanuts and peanut-containing products are not allowed on the premises. This includes lunches, snacks, baked goods, and any food items with peanut ingredients.

### Procedures:

- Parents must avoid sending any peanut products with their child.
- Staff will check snacks/lunches daily. Items containing peanuts will be removed and returned.
- Allergy training is provided to staff, including EpiPen use.
- In case of exposure or reaction, emergency protocols will be followed immediately.
- Clear signage is posted and reminders shared regularly with families.

## **Vaccine-Preventable Diseases Policy**

To protect the health and safety of all children and staff, Kidstopia Learning Academy follows state requirements regarding vaccine-preventable diseases.

- All employees are informed about vaccine-preventable diseases and encouraged to stay up to date on recommended vaccines.
- We follow guidelines to reduce the spread of diseases, including handwashing, sanitation, and excluding sick individuals as needed.
- Parents are informed about vaccine-preventable diseases and the importance of vaccinations for their children.
- Parents may request an exemption form if they choose not to vaccinate their child due to medical, religious, or philosophical reasons.
- Exemption forms must be completed and submitted according to state rules all forms must be signed by a health professional.

For questions or to request exemption forms, please contact the Center Director.

## **Immunization**

In Texas childcare centers cannot enforce mandatory immunizations or reject enrollments who do not receive immunizations for reasons of conscience. We have access to the Texas immunization records. If your child does not appear in the Immatrack system, we will request a copy of the most recent immunization record.

### **The immunization record must include:**

- a) The child's name and date of birth**
- b) The type of vaccine and number of doses**
- c) The month, day, and year the child received each vaccination**

Students who do not receive immunizations for reasons of conscience must provide a notarized letter stating so. You can request notarized letters for free at:

<https://co-request.dshs.texas.gov/> or visit a local notary to obtain it. Affidavits must be on file by the first week of enrollment:

- a) The child's name and date of birth
- b) Parent's / Guardians name
- c) The statement: My child, \_\_\_\_\_ does not receive Immunizations for Reasons of Conscience.

# Vaccine-Preventable Disease Policy

## Employee Health and Safety

To help ensure a safe and healthy environment for the children in our care, Kidstopia Learning Center has adopted a policy regarding vaccine-preventable diseases in accordance with Texas Minimum Standards §746.3611.

All employees are encouraged to stay current on vaccines for common preventable diseases, including (but not limited to):

- Influenza (Flu)
- Measles, Mumps, Rubella (MMR)
- Varicella (Chickenpox)
- Hepatitis A
- Pertussis (Whooping Cough)
- Tetanus and Diphtheria

While immunization is not required as a condition of employment, employees who choose not to be vaccinated must:

- Sign a vaccine declination form, and
- Follow additional safety precautions, such as wearing personal protective equipment or modifying duties during outbreaks.

Immunization records or signed declination forms will be maintained confidentially. All staff will receive annual training on vaccine-preventable diseases and the procedures we use to reduce the risk of transmission.

This policy helps protect both employees and the children entrusted to our care.

# **Hearing and Vision Screening Procedures**

At Kidstopia Learning Academy, we are committed to supporting the healthy development of every child. Early detection of hearing and vision issues is vital for a child's cognitive, social, and emotional development. We follow a structured procedure for screening and referrals to ensure children receive timely evaluation and support.

## **Purpose**

To identify potential hearing and vision concerns in children enrolled in our center and refer them for appropriate professional evaluation and care.

## **Screening Schedule**

**Age of Screening:** Children aged 4 years and older will receive annual vision and hearing screenings.

**Timing:** Screenings are conducted within 120 days of enrollment and then annually as required by state regulations.

**Younger Children:** Staff will observe children under 4 years for signs of sensory difficulties and inform parents if formal screening is recommended.

## **Screening Procedure**

### **1. Notification to Parents:**

- a. Parents/guardians will be notified in writing before the scheduled screenings.
- b. Consent forms will be required prior to the screening date.

### **2. Qualified Personnel:**

- a. Screenings will be conducted by a certified vision and hearing screener, school nurse, or a contracted licensed healthcare provider.
- b. Staff may assist with logistics but will not conduct clinical assessments unless appropriately certified.

### **3. Screening Method:**

- a. Vision: Standard vision charts or photo-screening tools (for non-readers) will be used.
- b. Hearing: Audiometers or otoacoustic emission (OAE) devices will be used based on the child's age and developmental level.

- **Documentation:**

- Screening results are documented in each child's health record.
- Parents will receive a written report of the results within 7 days of the screening.

- **Referrals:**

- If a child does not pass the screening, a referral letter with resources will be provided to the parents for follow-up with an eye or hearing specialist.
- The center will follow up with the family to confirm that appropriate steps have been taken.

## **Signs Monitored by Staff Between Screenings**

**While formal screenings are scheduled annually, staff remain alert to signs of sensory concerns, including:**

- 
- Inattentiveness or frequently misunderstanding directions
- Delayed speech or language development
- Frequent squinting, blinking, or rubbing of eyes
- Turning head to hear, loud speaking, or asking for repetition
- Any observed concerns will be documented and communicated to the parents promptly.

## **Communication**

All children and babies will receive notifications through the Brightwheel app. If Brightwheel is unavailable a daily note from the caregiver or teacher will be sent home daily.

For infants and toddlers, the note will contain amount of formula or milk consumed and amount of soiled diapers and time. The teacher may include additional information at her discretion. Please feel free to communicate with your child's teacher briefly upon arrival or dismissal. For more in depth conversations, please email your child's teacher or leave a voicemail and the teacher will return your call at their earliest convenience.

## **Parent Involvement**

All parents are welcome to visit their child at Kidstopia Learning Center at any time. We welcome input from parents about the education or the care of their children. Special Events will also be available through-out the year. If you wish to volunteer at Kidstopia Learning Academy or go on fieldtrips, please contact any staff member so we can make necessary arrangements.

## **Toilet Training**

We will work with the family to implement a toilet training plan when the child demonstrates readiness skills. These skills include the following:

- The child is able to pull up and down pants and underwear with minimal assistance
- The child is able to communicate to you when they need to go to the bathroom
- The child's diaper is dry after nap times and for long periods during the day
- The child is cooperative when taken to the restroom

If your child is demonstrating these skills, then the provider and parent will create a written plan for toilet training. This plan will include the times when your child will be taken to the bathroom during the day. A visual toileting schedule will also be provided so that your child can learn the steps of the toileting process. You will be given a copy of the visual schedule to use at home for consistency and will also receive a daily log of your child's toileting progress.

During this time period, you will be required to provide several sets of extra clothes to be kept at Seed to Bloom. Soiled clothing will be placed in plastic bags and given to the parent daily. Please replace with clean clothing by the next day.

## **Safety and Security.**

### **Security/ Cameras**

Your child's safety and security is our highest priority. All external doors are locked at all times and parents must ring the outside bell before being permitted inside our facility.

Security cameras are positioned outside of the building and in all classrooms to ensure the security and safety of all in our building.

## **Updating Contact Information**

Parents/guardians must notify the center in person of any changes to their address or contact information. Updates may also be submitted by sending a message through Brightwheel or by calling the center directly at (956) 520-8008. All changes will be reviewed and updated by the Director and filed in the child's record. Updated information will be considered effective once it has been received and processed by the center.

## **Childcare Mobile App**

We use Brightwheel as our primary communication tool to keep parents informed. Notifications may include updates on your child's activities, health, behavior, and any emergencies.

### **Notification Methods:**

- Daily Updates: Sent through Brightwheel (meals, naps, activities).
- Incidents/Illness: Immediate message and/or call via Brightwheel.
- Emergencies (e.g., closures, evacuation): Push notification and/or text alert via Brightwheel.
- Reminders & Announcements: Sent regularly through Brightwheel.

Please ensure your Brightwheel app is active and notifications are enabled.



## **Parent Participation Procedures**

At Kidstopia Learning Academy, we believe that strong family involvement helps children thrive. We welcome and encourage parents and guardians to take part in the life of our center through a variety of opportunities.

### How Parents Can Participate

Parents are invited to:

Visit the classroom at any time during operating hours

Volunteer for special events, activities, and field trips

Attend holiday programs, family nights, and open houses

Join classroom celebrations (birthdays, cultural days, etc.)

Participate in parent-teacher conferences to discuss your child's growth and development

Provide feedback to help us improve our program

### How to Get Involved

If you'd like to participate:

Let your child's teacher or the front desk know

Sign up for events or volunteer opportunities posted on the Parent Information Board or announced through the Brightwheel App

### Requirements for Volunteers

For the safety of all children:

Volunteers must check in at the front desk

Some events may require a background check or special permission (especially field trips)

Your involvement helps create a strong community where children feel supported and valued. We look forward to partnering with you in your child's learning and growth!

## **Clothing**

Children should come dressed in comfortable, season appropriate clothing that can get dirty, since some activities we do on a daily basis are messy. Spare changes of clothing are required for all children. Indoor shoes are required for all children. Feet are required to remain covered by public health guidelines at ALL times when indoors.

Indoor shoes also protect your child's feet in the event of a fire drill in the winter months/rainy days. Please also remember whenever weather permits the children are taken outside. Please ensure that you have proper outerwear provided for your child so that they are comfortable and don't miss out on outdoor play. If a child does not have proper outdoor apparel they will have to remain indoors with another teacher/classroom.

## **Naps and Quiet Time**

All children will be provided with a nap or quiet time daily for 2 hours. Children who do not nap will be permitted to engage in quiet activities on their nap mats. Caregivers will work with parents of infants to develop their unique nap schedule based on age and needs

## **Toys, Media and Photo Video Policy.**

### **Toys**

We provide age appropriate toys for all children in our care. For this reason, please do not send toys with your child to the center. Toys tend to get lost, taken, or broken very easily.

### **Electronic Media**

Children have access to educational TV programs to supplement their learning. However, electronic media may only be used for children for 15 mins. Child will not be rewarded with screen time.

### **Photograph and Video Policy**

We love to take photographs of the children to share with families. You will be required to sign a photo and video release in order for us to photograph your child.

- Short videos are also created of students engaging in learning experiences and may be shared in the private social media group.

# **Parent Rights**

At Kidstopia, we are committed to maintaining strong partnerships with families and upholding your rights as outlined in Division 5 of Subchapter E (relating to Parent Rights) of the Texas Health and Human Services Child Care Licensing standards. We strive to create an open, respectful, and collaborative environment for every family.

As a parent or legal guardian, you have the right to:

## **1. Visit at Any Time**

You may visit Kidstopia at any time during our hours of operation, without prior notice, to observe your child or our program. All visitors must check in at the front desk for security purposes.

## **2. Review Licensing Reports and Minimum Standards**

You have the right to:

Review the Minimum Standards for Child-Care Centers

View our most recent Licensing Inspection Report

These documents are available at the front desk or can be accessed online at:

 [Your paragraph texthttps://www.dfps.texas.gov/child\\_care/](https://www.dfps.texas.gov/child_care/)

## **3. Contact Child Care Licensing**

If you have questions, concerns, or would like to report a complaint, you may contact the Texas Health and Human Services Commission (HHSC):  
local childcare licensing office

2520 n closner blvd edinburg texas 78541

956-316-8275

Phone: 1-800-252-5400

Website: Your paragraph text

#### **4. Be Notified of Policy Changes**

You have the right to be informed of any changes to our policies and procedures. Notices will be sent via the Brightwheel App and posted on the Parent Information Board.

#### **5. Receive Timely Communication**

You will be notified promptly:

If your child is injured or becomes ill

Of any behavioral incidents or safety concerns

When there are changes to your child's classroom, teacher, or schedule

#### **6. Participate in Your Child's Care**

You have the right to:

Attend parent conferences and center events

Request meetings with staff to discuss your child's development

Offer input about the care and education of your child

#### **7. File a Complaint Without Retaliation**

You may file a complaint with the center or licensing authorities without fear of retaliation or negative consequences.

#### **8. Confidentiality**

Your child's personal and health information is kept confidential and will only be shared with authorized personnel or as required by law.

How to Contact the Director

If you have questions, concerns, or would like to request a meeting, please reach out to our

**Center Director:**

**Director: Kayla Zamarripa**

**Email: [seedtobloomkayla@gmail.com](mailto:seedtobloomkayla@gmail.com)**

**Phone: 956-520-8008**

Brightwheel Messaging: Message us directly via the Brightwheel App in case you are in need of a conference.

In Person: Visit the front desk during business hours

We value open communication and welcome your feedback at any time.

## **Child Abuse Policy**

We are mandated child abuse reporters by law. If abuse is suspected of a child in our care, we are required to report it as required by Texas law. Please be aware also that children will NOT be released under any circumstances to impaired individuals.

If we have reason to believe that any persons picking up a child is under the influence of drugs or alcohol, an emergency contact will be called to pick up the child. The incident will also have to be reported as required by Texas law.

## **Supplies**

### Supply Account

Parents will be provided with a supply list upon registration and are expected to provide all supplies on the list.

### **Infants**

- Diapers
- wipes
- ointments
- pacifiers
- bottles
- extra can of formula
- baby food
- bibs
- blanket
- at least 3 changes of clothing

### **Toddlers**

- Diapers/pullups
- wipes
- ointments
- bibs
- blanket
- at least 2 changes of clothing
- water bottle
- Bug Spray

### **Preschool**

- Blanket
- 2 changes of clothes
- water bottle
- Bug Spray

## **Meals and Snacks**

Kidstopia will provide all meals and snacks. We kindly ask to leave all food and snacks at home. Water is available to children as needed throughout the day. However, please send a reusable water bottle with your child's name on it.

At all times during drinking and eating, children are required to be seated and not engaged in any play activity. This is to ensure safety, to avoid choking, and to promote healthy eating/drinking habits. Please advise us if your child requires a doctor statement.

### Bottles for Infants and Babies

Please provide the necessary bottles and formula for your child daily.

Under no circumstances will young children be allowed to walk around or play with bottles in their mouths. Under no circumstances will children be allowed to go to sleep with bottles in their crib. This is to ensure safety and to prevent dental problems.

## **Breastfeeding Policy.**

At Kidstopia, we fully support and respect a mother's right to breastfeed her child or provide breast milk while the child is in our care.

### Comfortable Breastfeeding Space

We provide a private, comfortable area within the center, equipped with an adult-sized seat, where mothers can breastfeed their child or pump breast milk. This space is designed to offer privacy and convenience.

### Parent Rights

As a parent or guardian, you have the right to:

- Breastfeed your child at the center at any time during our operating hours
- Provide breast milk for your child to be fed during their time at Kidstopia

We encourage mothers to feel welcome and supported in their choice to breastfeed.

## **Sunscreen and Insect Repellent Procedures**

At Kidstopia, we prioritize your child's health and safety during outdoor play, including protection from harmful UV rays and insect bites. This policy outlines how and when sunscreen and insect repellent are applied, what types we use, and how families can support this process.

### **1. Parent Authorization Required**

Before applying any sunscreen or insect repellent:

A signed permission form must be on file for each child.

Forms are included in the enrollment packet and renewed annually or as needed.

### **2. Products Used at Kidstopia Learning Academy**

Unless otherwise provided by the parent, the center will use the following:

Sunscreen:

Broad-spectrum SPF 50, fragrance-free, hypoallergenic lotion (e.g., Banana Boat Kids, Coppertone Pure & Simple, or equivalent)

Insect Repellent:

Child-safe, DEET-free repellent (e.g., OFF! Kids, Cutter Natural, or equivalent with picaridin or plant-based ingredients)

Note: Parents may provide their own preferred sunscreen or repellent, but it must:

Be labeled with the child's full name

Be in the original container

Be age-appropriate and approved for use on children

Not be expired

### **3. Application Procedures**

Sunscreen:

Applied 30 minutes before outdoor activities, especially during high UV hours.

Reapplied every 2 hours if outdoors for extended periods, and after water play.

Applied to exposed skin (e.g., face, arms, legs, neck), avoiding the eye area.

Insect Repellent:

Applied only when needed, based on weather conditions, insect activity, or special outdoor events.

Used primarily on arms, legs, and clothing—never on hands or face.

Not applied more than once per day.

Staff will wear gloves or use clean hands for application, and children will never apply products to themselves or others.

### **4. Allergy or Sensitivity Considerations**

Parents must inform the center of any allergies or skin sensitivities. If your child has a medical condition or reaction related to sunscreen or insect repellent, please provide documentation and specific instructions from a healthcare provider.

### **5. Opt-Out Policy**

Families may choose to opt out of the use of center-provided products and must:

Indicate this choice on the permission form

Provide an approved alternative product, or

Keep the child indoors during periods of high sun or insect exposure (if no suitable product is provided)

### **6. Storage and Safety**

All sunscreen and insect repellents are stored:

In a locked or child-inaccessible area

Away from direct sunlight and high temperatures

Checked regularly for expiration

If you have questions about these procedures or need an updated permission form, please contact the front desk or message us through the Brightwheel App.

## **Preventing and Responding to Abuse and Neglect**

At Kidstopia Learning Academy, the safety and well-being of every child is our highest priority. We are committed to preventing and responding promptly to any suspected child abuse or neglect.

### **A. Annual Employee Training**

All staff members receive mandatory annual training on recognizing and reporting child abuse and neglect, including legal responsibilities and center policies.

### **B. Increasing Awareness of Abuse and Neglect**

We educate both employees and parents about:

Warning signs of abuse or neglect, such as unexplained injuries, changes in behavior, withdrawal, or fearfulness

Risk factors that may increase vulnerability, including family stress, neglect, or unsafe environments

### **C. Prevention Techniques**

Employees and parents are informed about prevention strategies, including:

Maintaining open, trusting communication with children

Supervising children closely and providing a safe environment

Teaching children about body safety and their right to speak up

### **D. Coordination with Community Organizations**

Seed to Bloom collaborates with local agencies such as:

Child Protective Services (CPS)

Local law enforcement

Health and mental health professionals

These partnerships help provide resources, support, and interventions when needed.

### **E. Actions for Parents if Abuse or Neglect is Suspected**

Parents who suspect their child has been abused or neglected should:

Seek immediate medical or professional help if necessary

Report concerns to the Texas Abuse and Neglect Hotline at 1-800-252-5400

Contact the Center Director or appropriate community resources for support

All reports will be taken seriously and handled confidentially according to state law.

## **How Parents Can Access Important Resources**

At Kidstopia Learning Center, we want you to have easy access to key information regarding child care standards, safety, and state resources. Below are instructions on how you can find these important documents and contact information online:

### **A. Accessing the Minimum Standards Online**

The Minimum Standards for Child-Care Centers are the official rules that guide how child care centers operate in Texas.

Visit the Texas Health and Human Services website at:

[https://www.dfps.texas.gov/child\\_care/](https://www.dfps.texas.gov/child_care/)

Click on Child Care Licensing

Select Minimum Standards for Child-Care Centers

You can view or download the full document, which explains licensing rules, safety standards, and other regulations.

### **B. Contacting the Texas Abuse and Neglect Hotline**

If you suspect child abuse or neglect, you can report it confidentially by calling the Texas Abuse and Neglect Hotline:

Phone Number: 1-800-252-5400

Local Child Care Licensing office : 956-316-8275

Address 2520 N Closner Rd, Edinburg, TX 78541.

The hotline is available 24 hours a day, 7 days a week.

You may also report online at:

[https://www.dfps.texas.gov/child\\_care/](https://www.dfps.texas.gov/child_care/)

### **C. Visiting the HHSC Website**

The Texas Health and Human Services Commission (HHSC) website offers resources about child care licensing, inspections, complaints, and more.

Website: [https://www.dfps.texas.gov/child\\_care/](https://www.dfps.texas.gov/child_care/)

From the homepage, navigate to Child Care Services or use the search bar to find specific information.

Licensing inspection reports and complaint forms are available on the site.

## **Gang-Free Zone Notification Procedure**

### **Kidstopia Learning Academy**

In compliance with Texas law, Kidstopia Learning Academy informs parents that:

- The area within 1,000 feet of our center is designated a gang-free zone.
- Criminal offenses related to organized criminal activity in this zone carry harsher penalties under the Texas Penal Code.

## **Safe Sleep Practices for Infants**

Sudden Infant Death Syndrome (SIDS), the sudden and unexplained death of an infant, is the major cause of death in babies between 1 and 4 months old. After 30 years of research, scientists still cannot find a cause for SIDS; however, research has found the risk of SIDS may be reduced by placing a healthy infant on his or her back to sleep. We follow the recommendations of Child Care Licensing and the CDC to ensure we follow safe sleep practices for infants. Some of their guidelines includes:

- a. Each infant must have a supervised nap period that allows the infant to maintain his or her own pattern of sleeping and waking periods.
- b. An infant must sleep in a designated crib, cot, bed, or mat. An infant may remain in the crib for up to 30 minutes after awakening, as long as the infant is content and responsive.
- c. If we do not have a Sleep Exception Form that includes a signed statement from a health-care professional stating that the child sleeping in a restrictive device is medically necessary will not allow an infant to sleep in a restrictive device
- d. If an infant falls asleep in a restrictive device, you must remove the infant from the device and place the infant in a crib as soon as possible.
- e. Infants arriving at the center asleep in a car seat must be removed from the car seat and placed in a crib.
- f. Infant in a face-up sleeping position in the infant's own crib. An infant who is developmentally able to roll from back to stomach and stomach to back may do so independently after they have been placed in a face-up position for sleep.
- g. Infants must not have their heads, faces, or cribs covered by items such as blankets, linens, or clothing at any time.
- h. You may not lay a swaddled infant down to sleep or rest on any surface at any time unless you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that swaddling the child for sleeping purposes is medically necessary.

Infants sleeping in restrictive devices are at risk for strangulation, injury, and positional asphyxiation. Documentation from a healthcare professional is required for an infant to sleep in a device other than a CPSC approved crib. If applicable, a copy of the Sleep Exception Form should be kept in the infant's classroom for easy review by caregivers and licensing staff.

If the infant was born with special care needs, has gastroesophageal reflux, often spits up after eating, or has a breathing, lung, or heart problem, a doctor or nurse may recommend a different sleep position to use. For additional information, see the CDC webpage [Safe Sleep for Babies](#).

# Kidstopia Learning Academy Emergency Preparedness Plan for Parents

At Kidgstopia Learning Academy, your child's safety is our top priority. We have procedures in place to respond to a variety of emergency situations. Below is an overview of our emergency preparedness plan.

## Emergency Evacuation Plan

In the event that we must evacuate the building due to fire, gas leak, or another emergency, all children and staff will be safely relocated to: Hidalgo County Sherriff's office.

We will notify parents as soon as children are safely at the evacuation site. Please make sure your emergency contact information is always up to date.

## Severe Weather / Tornado Procedure

If there is a tornado warning or severe weather threat, all children and staff will shelter in the interior hallway of the center, away from windows and exterior doors. We keep emergency supplies on hand and remain with the children at all times.

## Communication During Emergencies

In any emergency, we will:

- Contact parents via phone, text, brightwheel, or email as soon as it is safe
- to do so
- Post updates (if possible) on our social media page or website
- Remain with children until they are safely reunited with parents or guardians
- Parent Responsibilities
- Keep your child's emergency contact information updated
- Ensure you and all authorized pick-up persons carry valid photo ID
- Follow all instructions from staff during an emergency event

If you have any questions about our emergency procedures, please don't hesitate to contact us.

Thank you for trusting Seed to Bloom with your child's care and safety.

Contact Information: Kayla Zamarripa

Kidstopia Learning Center

956-520-8008 | seedtobloomkayla@gmail.com

Designated pickup site: Hidalgo county sheriffs office

**Parents must show ID and sign child out.**

**Staff assigned to reunite children with authorized adults.**

**Document every child released**

**Staff Training and Drills**

**Train staff annually on emergency procedures.**

**Conduct:**

**Monthly fire drills**

**Quarterly lockdown and evacuation drills**

**Semi-annual shelter-in-place drills**

**Evaluate and revise the plan annually.**

**Plan Maintenance**

**Review and update this plan annually.**

**Update contact info, supply lists, and roles/responsibilities.**

**Distribute revised plans to staff and post key info visibly.**

**Emergency Contact Information**

**Emergency Services (Police, Fire, EMS): 911**

**Poison Control Center: 1-800-222-1222**

**Police Department: 956-968-8591**

**Fire Department: 956-973-8983**

**Texas Abuse & Neglect Hotline: 1-800-222-1222**

**Local Child Care Licensing: 956-316-8275**

**Nearest Hospital: Knapp Medical Center 956-968-8567**

**Kidstopia Learning Academy**

**3002 E Mile 11 n Weslaco, Texas 78599**

**956-520-8008**

## Do Not Allow for Pick-Up Policy.

To ensure the safety of all children, Kidstopia Learning Academy strictly follows written instructions from parents or legal guardians regarding individuals who are not permitted to pick up their child.

### Policy

#### Written Documentation Required

Parents/guardians must submit a signed “Do Not Allow for Pick-Up” form with the name and relationship of any individual who is not authorized to pick up their child. Legal documentation (e.g., custody order, restraining order) must be provided if applicable.

#### Photo Identification

All individuals picking up a child must present valid photo ID. Staff will check this against the approved pick-up list.

#### Staff Notification

The child’s teachers and administrative staff will be informed of any restricted individuals. Alerts will be added to the child's file and classroom records.

#### Enforcement

If a restricted individual attempts to pick up a child:

- The child will not be released.
- Staff will call the parent/guardian immediately.
- If the individual refuses to leave or causes concern, 911 will be called.

#### Updates and Changes

It is the responsibility of the parent/guardian to keep the center informed of any changes to the authorized or restricted pick-up list.

## **Open Door Policy**

### **Kidstopia Learning Academy**

**At Kidstopia Learning Academy, we value family involvement and maintain an Open Door Policy to encourage strong connections between parents and their children.**

**For the safety of all children and to minimize classroom disruptions, our facility doors remain open from 7:00 AM to 9:00 AM for arrival and from 4:00 PM to 6:00 PM for dismissal.**

**Parents and guardians are welcome to visit their child at any time during the day. We kindly ask that all visitors check in at the front office prior to entering classrooms. This helps us maintain a secure environment while ensuring that visits are minimally disruptive to the daily routine.**

**We appreciate your partnership and support in maintaining a safe, nurturing, and productive learning environment.**

**– Kidstopia Learning Academy Administration**

## **Accommodations for Families :**

**Kidstopia is committed to supporting all families by providing reasonable accommodations that promote accessibility, inclusion, and family engagement in accordance with Texas Workforce Solutions Child Care Services (CCS) requirements.**

## **Breastfeeding Accommodation :**

**Kidstopia supports breastfeeding families. A designated, comfortable space is available for parents to breastfeed or express breast milk while on site. Families may also provide expressed breast milk to be stored and served following health and safety guidelines.**

## **Therapy Services**

**Kidstopia provides a designated area for children to receive approved therapy services (such as speech, occupational, physical, or behavioral therapy) when needed. This ensures children can access necessary support services while enrolled, in coordination with families and service providers.**

## **Inclusive Environment**

**Kidstopia welcomes families of all home languages, abilities, and cultural backgrounds. Reasonable accommodations are made to support children and families as needed. The Parent Corner includes resources available in English and Spanish and may be provided in additional languages upon request.**

## **Screen Time Policy**

**In accordance with Minimum Standards, screen time (including television, tablets, phones, and other electronic devices) is not permitted for children under the age of two.**

**For children ages three and older, any screen time provided will be limited, developmentally appropriate, and used only for educational purposes. Screen time will not replace active play, hands-on learning, or teacher-led instruction.**

**Personal electronic devices brought from home are not permitted for use during the day. Any electronic devices brought by a student will be collected and securely stored at the front desk and will only be released with teacher or administrative authorization. The center is not responsible for lost or stolen items.**

**Parents may find additional resources and information regarding healthy screen time practices in the Parent Corner located at the front of the center.**

## **Developmental Milestone Checklist and Early Intervention Support Options**

**Kidstopia uses developmental milestone checklists (twice a year) for children ages birth to five (0-5) to support the early identification of potential developmental delays. These screenings help staff observe developmental progress across key domains and determine whether additional support or referral may be beneficial. Completed checklists are shared with families.**

**Assessment results are discussed with parents during parent-teacher conferences. Parents are reminded that developmental screenings are not diagnostic and are used solely as a general check of a child's development. Screening results may indicate that a child could benefit from further evaluation in a specific developmental area.**

**When concerns are identified or when requested by families, Kidstopia provides information and referral options to appropriate community resources, including but not limited to:**

- Early Childhood Intervention (ECI)**
- Easter Seals Rio Grande Valley (RGV)**
- Region One Education Service Center**

## **Oral Health Policy.**

**Kidstopia encourages healthy oral hygiene practices for children and families. Oral health resources are available in the Parent Corner and include information on:**

- The importance of brushing teeth**
- Proper tooth-brushing techniques**
- When and how often children should visit the dentist**

**These materials are provided to support families in promoting lifelong oral health habits.**  
**Health Policy.**

**Kidstopia supports families by providing access to health-related resources. Informational brochures are available in the Parent Corner to assist families in obtaining medical, dental, and life insurance coverage. These resources include information on how to apply for:**

- Children's Health Insurance Program (CHIP)**
- Medicaid**

## **Annual Parent Survey**

**Kidstopia offers parents the opportunity to participate in an annual parent survey. Feedback, suggestions, and evaluation results are reviewed and considered for program improvement and operational planning when applicable.**