



Parent Handbook & School Policies

2015-2016

**4010 Sam Bass Rd.
Austin, TX 78717
(512) 921-0644**



Mission Statement

Our purpose is to provide a quality pre-school enrichment program for children in a Christian environment that nurtures their emotional, social, physical, and intellectual growth.

Operating Hours/Late pick-up

School Begins at 9:00 a.m. We request that children *not* be brought to school until the starting time. Before 9:00 the teachers are preparing for their day.

Dismissal is promptly at 1:30 p.m. Please be prompt in picking up your child. ***Parents who consistently arrive late (2 to three times or more a month) will be required to pay a \$15.00 late fee per incident up to 15 minutes, and each minute thereafter is charged \$1.00 per minute.*** However, we will make every effort to accommodate emergency situations (ie car accident).

If someone else will be picking up your child, the teacher must be given proper ***written*** notice in advance. This notice should be given to the teacher when you drop-off your child, and the person picking up must also be listed on your child's registration form on file. ***All children must be signed in and signed out each daily by the parent or guardian who is picking up and dropping off.***

RRKDO follows the Round Rock ISD school calendar for holidays and bad weather closings. **Due to our limited hours we are open during the day bad weather late starts may begin at 10:30. We also may not be able to make up missed days due to bad weather closings.**

2015-2016 Holiday Schedule (no school)

Thanksgiving week November 23rd -27th 2015

Christmas December 18th Program on 16th 12:30pm – (reopen) Jan 6th 2016 (NO FRIDAY this week)

Spring Break March 14th-18th 2016

May 16th Graduation/Spring program at 12:30

May 18th (last day of '15-'16 school year)

Monday Holidays will be made up the same week on Fridays.

These include:

Labor Day September 7th 2015

Columbus Day October 12th 2015

MLK January 18th 2016

President's Day February 15th 2016

Enrollment

Round Rock Kid's Day Out has limited enrollment:

Two's class: 12
Three's class: 13
Four/Five's class: 15
(classes may combine if enrollment is lower)

This limit is to assure an appropriate child-staff ratio.
We do not practice discrimination in regard to race, color, sex, or religion.

Tuition/Fees/Enrollment/Withdrawals

A non-refundable registration fee is due each year at the time of registration. The fee is 110.00 per child. Tuition is due at the first class day of each month. **Vacation, holidays, or absences due to illness are not deductible from the tuition. A last month's tuition deposit is also due at the beginning of the school year.**

Monthly tuition: MW \$200.00

Late Tuition and Withdrawal Procedure

Monthly Tuition is due the first class day of each month. A \$20.00 late fee will be added to your account if not received by the 10th day of the month. At the time of registration students are considered enrolled until the end of the session (May 2016). **If enrollment is terminated, written notification is required 30 days prior and final month tuition is due.** **First and last month's tuition are due at beginning of the child's school year.** *No withdrawals are accepted after April 1st.*

Illness

If your child becomes ill at school, parents will be notified to pick up their child. At that time your child will be in the office separate from the other children. The following guidelines are set to protect your child and others from contagious illnesses. It is requested that children who demonstrate the following symptoms not be brought to school:

- Evidence of a fresh cold
- Temperature of 99 degrees or **higher "Temperature below 99 degrees without fever reducing medication for 24 hours."**
- Sore or discharging eyes
- Discolored nasal discharge
- Upset stomach, vomiting, or diarrhea within the past 24 hours
- Rash or skin irritations of unknown origin

Since we are only at school for a short time, no medications will be administered to your child. Please see the Director if you have special concerns regarding medications.

Who to call or email in special situations

If your *child is ill or will not be attending school* please **email** Ms. Alyson or Mr. Fred at:

apirotina@gmail.com

pirotinaf@gmail.com

If you are running late to pick up or have an emergency situation please **call** Ms. Alyson at: 512-921-0644 or Mr. Fred 512-921-3643 ***TEXTS are also an option just make sure to identify yourself and your child.***

They will make sure that staff is notified and take appropriate action.

Clothing

Comfortable play clothes are recommended for school. **Closed toe shoes are required.** We will make every effort to protect your child's clothing from various art projects and playtime; clothes may still become damaged. Please dress your child accordingly. ***All children are required to bring a complete change of weather appropriate clothing to school each day.*** For those children potty training or in diapers a **minimum of 4 diapers/pull-ups are required. (Please label your pull-ups and diapers with your child's name)**

Outdoor Play

Each class at RR Kid's Day Out will have a scheduled outside recess time. Other outdoor events may include picnics, outdoor crafts, or water play. **Closed toe shoes are required.** Please refrain from sending your child in CROCS or other sandals as these are not safe for use on the playground. Tennis shoes are preferred for outdoor play.

Snack time

Please send a nutritious snack (labeled "snack" and child's name) with your child daily. For special occasions such as birthdays or seasonal times the children can bring treats such as cookies or cupcakes. These sweets are not served for snack, and will be given toward the end of the school day. **PLEASE INFORM LOLKDO IF YOUR CHILD HAS A FOOD ALLERGY OR SPECIAL DIETARY NEEDS. We may have peanut/nut-free or dairy free classrooms accordingly each year and you will be notified at the beginning of the school year if your child's class has this or other special dietary restrictions.**

Lunch time

Each child will need to bring a sack lunch every day they attend school. Lunch will occur sometime between 11:00 and 12:00 for all the classes. ***Students will not be allowed to share food from their lunches,*** and we will do our best to ensure that main foods are eaten before dessert items. ***Please refrain from bringing microwavable foods.*** Any child who has challenges with drinking from juice boxes or juice "pouches" may be asked to

bring a child's cup to class. Please write your child's name on all lunch boxes, cups utensils. Round Rock KDO is not responsible for lost or missing items.

Curriculum

Round Rock Park Kid's Day Out will be utilizing a professionally developed Pre-K curriculum, and there will be a separate curriculum fee for children in the all classes. Music and movement, Sign Language, Chapel, Spanish and Art will occur throughout the week. Monthly theme lessons will be used as well as language and number recognition. Center time and circle/story time will also be a part of your child's experience at school.

KinderDance --Dance and movement class that will be on Wednesday mornings as part of our weekly curricula.

FUN Bus (OPTIONAL After school program 1:30-2:00)

- We are a school bus professionally equipped as a *Pre-School Gymnastics Academy on Wheels!!!*
- We come directly to your child!
- We are outfitted with progressive gymnastics equipment and a staff bubbling over with *innovative ideas!*
- We accommodate 10-12 children, ages 18 months thru 6 years, for up to *45 minute* sessions once a week!

<http://www.funbusgymnastics.com/>

They have a separate registration fee for the school year that is paid at open house or by the beginning of the school year.

Toys

Show and tell may be a part of the child's circle time activity. Please do not bring breakable or valuable items. Also, no toy weapons (ie guns, swords, etc.) are allowed at school. There will be plenty of toys available at school so we ask that personal toys be left at home. We can not be responsible for lost or broken toys. Other items such as "lovies", "blankies", etc. are acceptable for the younger children and should be labeled. RRKDO is not responsible for lost items.

Discipline

Teachers will explain the classroom rules and provide reminders as needed. Disciplinary action will be appropriate to the age of the child and misbehavior involved. *RR Kid's Day Out will never use any type of corporal punishment.* Likewise, children will not be allowed to hurt each other. This includes actions such as; pushing, hitting, biting, kicking, etc. If a child continues to engage in this type of behavior he/she will be removed from the classroom. Discipline will involve direct eye contact from the teacher, verbal reprimands, time-out and problem solving with the child and/or parent. A separate discipline guide will be distributed to each family regarding Round Rock KDO discipline procedures.

Feedback/Suggestions

We welcome all comments, concerns, or suggestions from parents. Feel free to discuss these with the teachers or Director at anytime. Our doors are always open to parents. You are welcome to visit whenever you like. Thank you for sharing your child with us, we look forward to a fun-filled year.