



**KINECTORY®**  
**LEARNING CENTERS**  
EXPLORE • DISCOVER • CREATE

## **PARENT HANDBOOK**

Preschool  
2025-2026

# INFORMATION & POLICIES

2025-2026

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# INTRODUCTION

The total development of the child—physically, mentally, emotionally, and spiritually—is the primary goal of Kinectory Learning Centers™. We know that every child learns differently. It is our joy and privilege to create learning environments in which every child can flourish and excel.

## VISION: WHAT WE DO.

**Redefining Early Childhood Education to empower every child's God-given abilities.**

- We want to shift the industry to change people's perceptions of early childhood education. We are an education facility, not a *daycare*.
- Increased education expectations: all lead teachers have a minimum of an associate's certificate.

## VALUES: WHY WE DO IT.

**Every child is a gift.** (Explore / Body)

(Ps. 123:7, Mark 10:15-16, Ps. 139:13-14)

- Every child is made in the image of the Creator and thus has intrinsic value.
- The early years are crucial (90% of neural development occurs before the age of 5).

**Every child has a gift.** (Discover / Soul)

(Rom. 12:6a, 1 Cor. 12:4-7, Jer. 1:5, 2 Cor. 9:12)

- Great capacity exists in every child but needs to be discovered and championed.
- Natural giftings often sit under the umbrella of spiritual giftings.

**Every child deserves the opportunity to exercise their gift.** (Create / Spirit)

(Luke 18:16, Rom. 12:6-8, Col. 3:23)

- Our greatest joy is realized through our eternal purpose in serving Jesus with our gifts.
- We build the kingdom of God by identifying, equipping, and empowering young leaders.

## MISSION: HOW WE DO IT.

**We offer the highest quality STEM education available with research-backed methodologies, play-based techniques, and a biblical worldview.**

## EXPLORE

**We explore and implement cutting-edge methodologies, resources, and tools.**

- We develop and employ lifelong learners.
- We offer trainings and workshops for other educators.
- Our leadership continually implements the most current methodologies.
- Kinectory Learning Centers™ creates and produces its own unique, original products.

## DISCOVER

**We pursue ongoing discovery through original research initiatives.**

- We conduct and publish original research to benefit the field of early childhood development and education.

## CREATE

**We create opportunities for every child to exercise their gifts.**

- Kinectory Learning Centers LLC
- Through the Kinectory Klub
- Future Franchises

# ACKNOWLEDGEMENT

Kinectory Learning Centers™ is a Christian organization. We teach and promote God's design for defining what a family is. As Christians, we believe and openly advocate that marriage is defined in the Bible as a sacred union between a man and a woman. Kinectory Learning Centers™ acknowledges that there are two genders created in God's images, male and female. We do not advocate, teach, or support any other ideal of family or gender. Anyone that chooses to enroll in our school accepts the values and education of this institution as stated in this handbook. Should any questions or concerns arise concerning the beliefs, values, policies and/or procedures outlined, please send an email to the school's director for clarification or an appointment can be made for further discussion as needed.

## GOALS

1. To acquaint each child with God through prayer and Bible stories and through the example of patience and loving discipline.
2. To help each child learn to make good choices each day by learning to cooperate with their teachers and friends.
3. To help children make good manners a habit and part of their daily world.
4. To stimulate children's learning through daily sensory activities.
5. To help each child excel academically.
6. To provide a happy and safe place for each child.
7. To provide each child with a caring, loving, and patient teacher.
8. To work hand in hand with parents in the development of each child and their God-given gifts.
9. To communicate with parents concerning each child's progress.
10. To make learning fun!



# CHILDCARE LICENSING INFORMATION

Kinectory Learning Centers™ is a licensed childcare facility through the Childcare Division of the Texas Department of Family Protective Services (DFPS). We adhere to Texas Health and Human Services Commission (HHSC)'s *Minimum Standards for Licensed Child-Care Centers* which are developed and monitored by the HHSC Childcare Regulation Department (CCR) through regular inspection. We will have our licensing information and most recent inspection reports posted in our office. We also have the Minimum Standards provided by HHSC available for parents to view at any time.

Parents are encouraged to contact DFPS with any questions or concerns regarding Minimum Standards or state licensing. The local HHSC Childcare Regulation office is located at 14000 Summit Drive Suite 100 in Austin, TX 78728. Their phone number is 512-834-3426. Visit the HHSC's website at [www.dfps.texas.gov/child\\_care/](http://www.dfps.texas.gov/child_care/) for more information. To report child abuse or neglect, call the DFPS Abuse/Neglect Hotline at (800) 252-5400, 24 hours a day, 7 days a week.

## OPERATIONAL POLICIES

### COMMUNICATION

School communication and record maintenance are primarily done through our school's management application. This application is available on both mobile and desktop platforms for your convenience. Upon enrollment, you will be sent an invitation to create an account. Teachers post pictures, updates, and curriculum information on the app daily. You will have viewing access for your child only. You may communicate with your child's teacher through the messaging section of the app. Please note teachers are very busy caring for their students and will respond to these messages as they are able. For immediate assistance, please contact the front office. Mass school communications will also come through this avenue. Developmental progress reports will be updated in your child's profile once every 9 weeks.

### PARENTAL NOTIFICATIONS

- Should there be any change to these policies, you will be notified in writing.
- You will receive a digital daily note through our school management app about your child's day.
- You will receive an accident report if your child is injured at school. We will notify you if they bump their head, for any major injuries, or for onset of illness via our app, text, or phone call depending on the severity. Should your child be seriously injured, we will call 911 first, then immediately call you. Our staff meets all state requirements for CPR and First Aid.
- You will be notified should your child ever be involved in a situation that puts them at-risk. (i.e. wandering off, etc.)



- You will be notified should the school ever be rendered unsafe due to fire, flood, damage from severe weather and severe illness outbreaks.

## **HOURS OF OPERATION**

Our regular hours of operation are Monday through Friday from 8 am to 5 pm year-round. We offer an extended care option for drop off at 7:30 am and pick up at 5:30 pm.

### **DROP-OFF**

Each part of our day is carefully scheduled, so we ask that students are dropped off promptly in the morning, but not prior to 8 am, unless enrolled in extended care. We do not allow students to be dropped off after 10 am. Children picked up for doctor's appointments must be brought back before naptime begins (12:30 pm). Children may not be dropped off during naptime for any reason.

We understand that some children have a difficult time at drop-off time. Please be aware that quick drop-offs aid your child and the other students in starting their day smoothly. If you need help from your child's teacher, please take your child directly to them, give a reassuring hug, and leave them in the teacher's care. We will do everything possible to help with this transition.

### **PICK-UP**

Anyone picking up a student must be listed on the pick-up form completed during enrollment. We cannot accept additions or changes over the phone unless it is an emergency. Submit an updated pick-up form through the school management app for any changes. If a teacher or staff member is unfamiliar with the individual at pick-up, a driver's license must be presented and checked with your child's authorized pick-up list prior to his/her release.

A late fee of \$1.00 per minute will be incurred if a student is picked up after 5 pm. Late fees are due upon receipt.

## **ENROLLMENT**

A completed registration form and payment of the registration fee must both be submitted to secure your student's enrollment. Finally, we must receive all completed enrollment forms, including your child's medical forms, immunization record and/or exemption affidavit as applicable prior to your child's first day. If there are no spots available and you want to put your student on the wait list, please complete a registration form. Enrollment is offered in the order of receipt.

## **ORIENTATION**

A 2-hour annual orientation is scheduled annually. We ask that children refrain from attending and at least one parent per family must be present. In the event a student is enrolled mid-year, or a parent was unable to attend, a separate orientation is scheduled to review pertinent information.

## REGISTRATION FEE

### FALL REGISTRATION FEE

This is a one-time annual fee of \$300 due upon enrollment for first-time students, or \$250 for returning students. It is used for the purchase of student materials, classroom supplies, and curriculum. Upon receipt of the registration form, a charge is issued to the student's account. Please note this fee is non-refundable, and your student's spot is not secured until it is paid in full. For current students, this fee is due by July 1st.

### SUMMER ACTIVITY FEE

This is a one-time fee of \$150 due April 1<sup>st</sup> for all students already attending during the school year. For students joining during the summer, this fee is due by May 1<sup>st</sup> or as soon as registration is submitted to secure a spot. This fee is used to purchase craft materials, special activities, treats, and outdoor toys for the summer. This includes all calendar activities for June–August. Please note this fee is non-refundable.

## TUITION

Tuition is due in full on the first day of each month. If tuition day falls on a weekend, it may be submitted on the following Monday if done in-person via check. A **\$25 late fee** is issued to your student's account if tuition is delinquent more than 3 days. We highly recommend enrolling in autopay to avoid any late fees.

| <b>Class (determined by age as of 9/1/24)</b> | <b>Full Time<br/>M-F 8-5</b> | <b>Part Time<br/>MWF 8-5<br/>M-F 8-1</b> | <b>Part Time<br/>TTh 8-5</b> | <b>Extended<br/>Care</b> |
|---|------------------------------|--|------------------------------|--------------------------|
| Infants (6 wks-12 months)                     | \$1,500                      | \$1000                                   | \$700                        | \$150                    |
| Toddlers (12 months-24 months)                | \$1,400                      | \$900                                    | \$630                        |                          |
| Twos  | \$1,300                      | \$850                                    | \$595                        | \$100                    |
| Threes  | \$1,200                      | \$800                                    | \$560                        |                          |
| Prekindergarten                               | \$1,100                      | \$750                                    | \$525                        |                          |

\*Monthly tuition rates apply to regular classroom hours of 8 am to 5 pm. Extended care is offered from 7:00 am to 5:30 pm at the additional monthly charge.

Tuition does not change according to any scheduled school closings. To keep our school operational and continue to pay our teachers, we are unable to offer refunds/credits in the case of an

unscheduled closing due to inclement weather, emergency situations, or quarantine reasons, or for student absences.

## METHOD OF PAYMENT

- Tuition may be submitted online through your student's school account for credit card/debit card and ACH payments. Please note a processing fee will apply for all card transactions.
- Tuition checks may only be turned into the office. Teachers are not allowed to accept money from parents. Please never put any payment via check or cash in your student's folder/backpack. Checks received early are held until the next deposit date and never deposited early. Returned checks must be replaced with money orders or online payment. A \$35 returned check fee will apply.
- We offer an alternate payment option for half tuition payments made on the 1<sup>st</sup> and 15<sup>th</sup> of each month if needed. Please send a message to the front office if you would like this set up on your student's account.

## SCHOOL CALENDAR & EVENTS

An annual calendar is included in your student's enrollment paperwork. Extras are also available in the office. The school holiday closures are as follows:

|                              |                         |                        |                 |
|------------------------------|-------------------------|------------------------|-----------------|
| <b>Labor Day</b>             | September 1             | <b>President's Day</b> | February 16     |
| <b>Columbus Day</b>          | October 13              | <b>Spring Break</b>    | March 16 - 20   |
| <b>Staff Development Day</b> | November 7              | <b>Easter Break</b>    | April 3 - 6     |
| <b>Thanksgiving Break</b>    | November 24 - 28        | <b>Memorial Day</b>    | May 25          |
| <b>Christmas Break</b>       | December 24 - January 2 | <b>Summer Break*</b>   | June 29- July 3 |
| <b>MLK Jr. Day</b>           | January 19              |                        |                 |

## MONTHLY CALENDER

Each month, we will schedule special days and activities for the children, and some for the parents too. Prior to the month, a calendar will be sent home in your student's folder. Parents are encouraged to participate in scheduled events.

## HOLIDAYS/OTHER CELEBRATIONS

On occasion, we will have celebrations during class for holidays or special school-wide events. These events are communicated on the monthly calendars. We will also send out sign-ups for food or special items through our school app or e-mail. Some events include bounce houses, water slides or special treats for the class. It is the responsibility of the parent to communicate to the student's teacher/front office if they do not want their student to participate in any given event or activity.

Kinectory Learning Centers™ does not endorse or promote Halloween (witches, ghosts, goblins, etc.), Santa Claus, or the Easter Bunny. While we want to celebrate and make holidays fun for our students, our focus is to keep Christ at the center of special holiday events. Any special books, events, class parties, etc. will all be in alignment with our Christian faith.

## **BIRTHDAY PARTIES**

Kinectory Learning Centers™ does not host birthday parties at the school. However, you may provide lunch (pizza, happy meals, etc.) or treats for the children to enjoy. Sweets will be saved for afternoon snack. Please send individual items, like cupcakes or cookies rather than a whole cake, and provide plates and napkins. All shared treats must be dye-free (food coloring free). Invitations for home parties may be handed out in class so long as everyone in the class is included.

## **PARENT INVOLVEMENT/VISITORS**

Parents are welcome to visit the school at any time during our operational hours. If you want to observe your child, our facility, and activities, please check in at the office. Any other visitors must be attended by a staff member with prior approval from the director.

Special events and opportunities for parent participation are included on your child's class calendar sent out each month. For any other questions about other ways to get involved, please reach out to the school's director.

## **CONFERENCING**

You can communicate directly with your child's teacher through messaging on our school management app. If you would like to schedule a virtual or in-person meeting, please send a message to the office through our app or email. We also offer a scheduled conference with parents twice a year. One during the fall and one at the end of the school year. These conferences are optional for families. A sign-up is shared through Brightwheel two weeks prior to the conference days.

## **INCLIMENT WEATHER DAYS**

We will notify you through text and our app of any school closures or late openings due to potentially hazardous weather and/or road conditions. When tornado watches are posted for our area, we make sure students are inside and that every teacher is reminded where their safety zone is.

## **PHYSICAL ACTIVITY**

We incorporate both indoor and outdoor physical activity into your child's day while at school. Regular physical activity in early childhood helps establish healthy habits for lifelong well-being. Some benefits include improved attention span, memory, cognitive abilities, as well as improved muscular and bone-strength, coordination, balance, and physical endurance.

Daily indoor physical activity is included during structured class time and is always developmentally appropriate. Some examples include song and dance time, movement breaks, tummy time, etc. Outdoor time is scheduled in the morning and in the afternoon each day for students to have

unstructured play time, weather permitting. In the event we are unable to have outside play time, your child will have extra active play time inside.

## WEATHER CONDITIONS

While we aim to take students outside every day for exploration and play, we follow these guidelines to determine when it is appropriate and ensure the highest level of safety and care for your child:

| <b>Outside Condition:</b>           | <b>Play Policy:</b>   |
|-------------------------------------|---|
| Temperature below 35                | Students stay indoors.  |
| Wind chill below 45                 | Outdoor play limited to 20 minutes or less at a time. Student must have proper clothing to stay warm.   |
| Wind chill/heat index between 45-90 | No limitations. Ensure student has adequate clothing and water intake.  |
| Heat index above 90                 | Students must take breaks every 15-20 minutes for rest and water. Ensure adequate light clothing, water intake, and monitor indicators to prevent heat related illness. |
| Temp above 100                      | Students stay indoors.  |

We will not play outside if there is a thunderstorm, heavy rain or if wet conditions pose a safety hazard.

## DRESS CODE

Students must arrive to school dressed in comfortable, weather-appropriate clothing. Clothing should be comfortable for the student to play in and easy to fasten/unfasten during bathroom breaks to help prevent accidents. Children will have plenty of opportunities to get messy each day through hands-on activities, crafts, outdoor play time, etc. Please keep this in mind when dressing your student for school and choose clothing that is easily laundered and not kept in pristine condition.

Tennis shoes or closed-toe shoes are required. Please do not send your child in shoes they are unable to fasten themselves (i.e. tie shoes), Velcro/straps are preferred. Sandals and flip flops are not permitted as they are inadequate for playing outside and can cause tripping. Socks **MUST** be worn at all times.

Please note we do not allow any clothing with profanity, distasteful imagery, or in promotion of ideas that go against the Christian faith.

## STUDENT BELONGINGS

**ALL your child's belongings must be clearly labeled with his or her name.** This is the only way for teachers to keep up with your child's things. Many items get lost and not recovered due to no label. Kinectory Learning Centers™ is not liable for any lost items.

NAPTIME ITEMS: A blanket and 1 stuffed animal is allowed.

EXTRA CLOTHING: Please be sure your child always has an extra change of clothes in their backpack. This must include an extra shirt and bottoms/full outfit, along with extra underwear and socks.

TOYS FROM HOME: May only be brought on toy from home day.

FOLDERS: Your child will have a folder for art, information, and completed curriculum. Monthly calendars will also be put into folders.

WATER BOTTLE: Each child will need their own water bottle/cup. Please make sure it is labeled. We take these outside to make sure water is accessible to your child. Filtered water will be provided in all classrooms.

PACIFIERS: Pacifiers are only permitted in the infant room. Please ensure one is brought with your infant if he or she uses one at home.

DIAPER BAG: May be brought for infants with extra clothes, diapers, wipes, and any other personal supplies.

CAR SEATS: Due to lack of additional space, we are unable to store your child's car seat in the classroom or office.

Please note we do not allow any items with profanity, distasteful imagery, or in promotion of ideas that go against the Christian faith. Any unpermitted items/toys will be put away and inaccessible to your student while at school.

## **SNACK & LUNCH**

The Kinectory Learning Centers™ will not provide lunch or snacks for the 2025-2026 school year. Your child must be sent to school with snacks and a pre-prepared lunch. Classrooms do not have a microwave or refrigerator (except for the infant room), so pack warm lunches in a thermos and cold lunches with an ice pack in your child's lunchbox. Please also include utensils if needed, and make sure food is cut, sliced, etc., appropriately for your child.

**We are not a nut-free facility.** Accommodations for food allergies are made on a case-by-case basis. Please ensure any food allergy information is provided with your student's enrollment and kept current. If your student has a food allergy, a food allergy action plan must be completed as well.

The Kinectory Learning Centers™ is not responsible for the nutritional value of your snack and lunch choices, or whether these items meet your child's daily food needs. However, we have outlined our food guidelines below. Additional resources include [MyPlate.gov](https://www.myplate.gov) and [DietaryGuidelines.gov](https://www.dietaryguidelines.gov). Healthy food keeps your child at their optimal learning capacity! Please be aware that your child's food needs change as they grow. We will make you aware if your child needs more food at school, which could be different than at home due to constant activity.

### **SNACK**

Healthy snack choices include sliced fresh fruit or veggies, nuts, crackers, yogurt, cheese, whole grain muffins, hummus, baked fruit or veggie chips, natural fruit and veggie squeeze pouches,

hard-boiled eggs, etc. It is recommended to include two food groups (out of fruits, vegetables, dairy, grains, and protein) when preparing your snack.

Please avoid sending your child with low nutrient dense, highly refined items such as pop tarts, fruit chews, jello, candy, pastries, or donuts for their morning snack.

## LUNCH

Lunches should include protein, a vegetable, fruit, whole grains, dairy and healthy fats. Some sample lunch ideas include:

- Whole wheat pasta with marinara sauce, turkey meatballs, parmesan cheese, with a side of sliced grapes and sliced cucumbers.
- Rolled up meat slices, a cheese stick, sliced bell peppers with dip, sliced strawberries, and blueberries, with whole wheat crackers.

Cutting sandwiches, quesadillas, and snacks into fun shapes, mixing some of your child's favorite foods with newer, or less-desired foods and including your child in lunch preparation are all great ways to set children up for mealtime success.

## DRINKS

Prepackaged drinks are the easiest for children to handle. We recommend avoiding juices with high-refined sugars, and food dyes. Please avoid sending carbonated or caffeinated drinks.

## BREASTFEEDING

Parents can provide breastmilk or breastfeed their child at any time while in our care. A comfortable place will be provided if you would like to breastfeed your child at the school.

## POTTY TRAINING

We do not potty train in school. This training is done at home, on a one-on-one basis. **A child is not potty trained when an adult is responsible for taking them to the toilet every 15-30 minutes.** A child is considered trained when they can tell an adult when they need to go.

When a child is not willing or ready to begin training, forcing them to sit on the toilet adds stress and slows down the process. When you and your child are both ready for this step, we strongly encourage the three-day program. This will require commitment and consistency on the parent's part, so choosing a long weekend without any trips or planned activities is the ideal time for training. Some great resources include [www.startpottytraining.com](http://www.startpottytraining.com) and [healthychildren.org](http://healthychildren.org).

Let your child's teacher know if you are starting potty training so she can be ready to assist upon the completion of the program. We ask that you do not buy pull ups. We will go from diapers to underwear/panties. If your child does not respond well to potty training when starting for the first time, they may simply not be ready. If they show signs of stress by crying or screaming when the teacher suggests they try to sit on the potty, we will not encourage it. We will require diapers and try again later.



Children must be potty trained before they can move up to the 3's class.

## **DEVELOPMENTAL ASSESSMENT POLICY**

Developmental assessments are designed to support your child's growth by evaluating their needs and progress. Throughout the year, teachers will utilize developmental checklists to regularly assess children, tracking their development across various milestones. These assessments provide valuable insights into each child's progress and areas that may require additional support, and the findings will be used to guide discussions during parent-teacher conferences, ensuring that our strategies and goals are aligned with your child's evolving needs. The developmental checklists will be used to support identifying developmental delays for children ages 0-5 years, make referrals when necessary, and shared during parent-teacher conferences.

## **HEALTH & SAFETY**

The health and safety of our students is top priority. We do everything we can to provide a healthy learning environment for your child including but not limited to regular hand washing for both staff and children, regular cleaning and disinfecting of classroom objects, and strict adherence to our illness and exclusion policy. Additionally, each classroom is equipped with a coded door which remains locked during the day. Codes to the doors are not given out since the space is shared with City Reach Church. For pick up, please knock on the classroom door.

## **MEDICAL FORMS**

To best protect the health of our students, we require a health form/physical for each student annually. This form must be signed by your child's healthcare provider and must include all current medical conditions and insurance information. Additionally, we require a current action plan form if your child has asthma or a reactive airway disease, diabetes, seizure disorders, or any allergies for which an epi-pen has been prescribed.

## **MEDICAL EMERGENCIES**

In the case of a medical emergency, we will call 911 and/or take the child to the nearest emergency room once supervision of all other students is secured. We will also administer first aid, CPR and call the child's physician as needed. We will call parents as soon as possible.

## **SAFE SLEEP**

Kinectory Learning Centers™ and its employees and volunteers follow safe sleep guidelines per Texas Health and Human Services, the American Academy of Pediatrics (AAP), and the Consumer Product Safety Commission (CPSC), as outlined below:

- Infants are placed on their back, face up for sleeping. An infant who can roll from back to stomach and stomach to back independently is free to assume alternate sleeping position after they are placed face up initially.

- Cribs or play yards must be used in accordance with the manufacturer's instructions and have the appropriate form, spacing of slats, and materials as consistent with federal guidelines. These also must have a correctly fitted firm, flat mattress, with snug sheets. The crib must be bare without items such as blankets, pillows, bumper pads, or stuffed animals for infants 12 months and under. Each crib may only hold one child at a time.
- No sleep positioning devices such as wedges or infant positioners are permitted.
- Infants are not allowed to sleep in any restrictive devices unless we receive a signed sleep exception form from a health-care professional stating this is medically necessary. If a child falls asleep while in a restrictive device, the child will be removed and placed safely in a crib. If an infant arrives to school asleep in their car seat, the infant will be removed and safely placed in their crib.
- Infants are not allowed to be swaddled and set down to sleep unless we receive a signed sleep exception form from a health-care professional stating this is medically necessary.
- Infants must not have their heads, faces, or cribs covered at any time.
- Sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult. If an infant needs extra warmth, sleep clothing such as a zipper sleeper or footed pajamas are used as an alternative to blankets.
- Infants may use pacifiers during sleep, but any pacifier used cannot be attached to a stuffed animal or the infant's clothing.
- Awake infants have supervised 'tummy time' several times a day to promote muscle-strengthening and normal development.

Infants are actively observed by sight and sound throughout the day, including during any sleep periods. Any exceptions to the sleep policy require a signed Infant Sleep Exception/Health Care Professional Recommendation Form 3019 from Texas HHS.

## **ILLNESS POLICY**

Please keep your children home when they are sick. If a student is not well enough to participate comfortably in their regularly scheduled activities, play time, etc., then he or she is not well enough to attend school. A child is excluded from school participation if any of the following criteria are met:

- The illness prevents your child from participating comfortably in regular school activities including outdoor play.
- The child's illness requires greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
- The child was diagnosed with a communicable disease and does not have medical documentation to indicate the child is no longer contagious.
- The child presents with behavioral changes or other signs of illness and has a fever of at least 100.4 degrees taken orally or temporally, or 99.4 degrees taken under the armpit.

Please do not give your child a fever reducer to bring them to school. If your child has a fever, keep them home.

- The child has the following symptoms/signs of possible severe illness:
  - Lethargy, or drastic behavioral changes
  - Abnormal breathing
  - Two or more vomiting/diarrhea episodes within 24 hours
  - Rash with fever
  - Mouth sores with drooling
  - Severe cough and/or sore throat
  - Red, watery eyes and/or discharge around the eye area
  - Runny nose with excessive green or yellow discharge
  - Severe pain/discomfort

Your child must be fever-free without the use of fever-reducing medicine for at least 24 hours before returning to school. Bringing them to school spreads germs and increases the chance of others becoming ill. We may ask you to keep your child at home for 48 hours. If any of the listed conditions develop while your child is at school, a parent will be called for immediate pick-up.

## IMMUNIZATION REQUIREMENTS

Children are required to stay current on immunizations to enroll and maintain enrollment in a childcare facility per the Texas Department of State Health Services (DSHS). A current vaccination record must be submitted upon enrollment and must be maintained throughout the year according to the schedule outlined by DSHS. Exemptions are allowed in the case of medical reasons, in which we require signed documentation from your child's healthcare provider, or reasons of conscience/belief in which we require a notarized affidavit from DSHS. Please note this affidavit can take up to 3 weeks to receive once requested.

We do not mandate any immunizations for our staff. We do everything possible to protect your child's health as well as the health of our staff, including mitigating exposure to possible illness or vaccine-preventable disease through strict adherence to our illness and exclusion policy, the use of protective medical equipment when handling or cleaning bodily fluids, frequent hand washing especially in between care of children, prior to any food handling/feeding, when entering the room, etc., and excluding staff from direct care if they have any symptoms of illness.

## MEDICATIONS

Medicine can be kept at school as desired. It is stored out of reach in a locked cabinet while at school. **A medication form must be completed by a parent before we can administer any medications.** Only trained staff are allowed to distribute medicine, and the name, dose, time administered, etc. is all documented.

**LABEL all medications.** Please be sure your child's name is on the bottle of medication. Prescription medications are dispensed only if your child's name is on the container with the original pharmacy labels. Non-prescription medications must be within expiration date and in their original containers.

**Non-prescription drugs** must be approved by your physician. Please have your physician list any medications such as Albuterol, Robitussin, Dimetapp, etc. We will require a written note from your physician if needed for more than 3 days in a 1-week period. We do not dispense Tylenol or Motrin unless it is directed by your physician, and it is strictly for pain. We will take your child's temperature before we dispense it. If they have a fever, they must be taken home.

## **INSECT REPELLANT AND SUNSCREEN**

Parents are responsible for applying sunscreen and/or insect repellant prior to arrival. In the case additional insect repellant needs to be applied while at school, please send this in your student's backpack and ensure it is labeled with his or her name. Please use natural insect repellent that is deet-free.

## **VISION AND HEARING SCREENING**

Children 4 years and above by September 1<sup>st</sup> of the school year will have their vision and hearing checked at the school toward the beginning of the school year.

## **PEDIATRIC SCREENING**

We offer an optional pediatric speech and developmental screening each fall.

## **DISCIPLINE POLICY**

Discipline begins at home. It is a parent's responsibility to teach their child respect and obedience. It is our desire to work together with parents for the greater good of every child. There are times when a child has behavioral problems best dealt with outside of the structured classroom setting. When one child is taking much time away from the class and classroom instruction, terminating enrollment may be forthcoming. Persistent defiant and disrespectful attitudes will not be tolerated.

We encourage children to make good choices, use kind words and manners with each other and their teachers. We teach that there are consequences when obedience is not chosen. We use positive reinforcement to encourage good choices for each student, such as stickers, stamps, incentive charts, and treasure chest. If a child refuses to cooperate after redirection, he or she may be asked to sit out for one minute per age of the child. When redirection and time out are not effective, a visit to the director's office is the next step. A referral notice is written and kept on file after each occurrence. Parents may be called and asked to pick up their child due to defiance.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior
- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirecting behavior using positive statements
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age

Discipline must be individualized and consistent for each child appropriate to the child's level of understanding and directed toward teaching the child acceptable behavior and self-control. There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet
- Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief, supervised time out consistent with our discipline policy
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

## **BEHAVIORS**

### **BITING AND PHYSICAL AGGRESSION**

We will work with each child and help them learn to deal with their frustration and anger in ways other than physical aggression. However, we require parental assistance in getting past these issues or stages quickly for the sake of the children that are on the receiving end of the aggressive behavior. This is the parent's responsibility.

Repeated incidents will require parents to come and pick up their child for the day when efforts at school are unsuccessful. Termination of enrollment is possible when there is no progress made in this area. If parents are unwilling to come and deal with their child's behavior, they risk enrollment termination. Please respond within 30 minutes when you receive a message concerning biting or aggressive behavior. If a parent chooses to administer corporal punishment, they must go off campus.

## **CHALLENGING BEHAVIORS**

Discipline and guidance are implemented to promote self-discipline and acceptable behavior. In addition to talking with the children and offering positive suggestions, time away from the group may be needed to regain self-control or calm themselves. The teacher and parent will have ongoing conversations with parent to express concerns and strategies in addressing challenging behaviors. They are targeted for school readiness. Parents are kept informed about child's progress.

## **AFFECTION**

We believe that warmth and affection are essential to a child's emotional well-being. Teachers and staff are encouraged to provide appropriate, nurturing interactions that help children feel safe, valued, and supported. Examples of this include hugs, high-fives, pats on the back, and verbal affirmations.

## **ABUSE & NEGLECT**

Our staff are required to complete annual training covering risk indicators and warning signs of a child subject to abuse or neglect. We are required through the Texas Family Code to report any suspicion of abuse, neglect, or exploitation to the Texas Department for Family Protective Services (DFPS) through the Texas Abuse and Neglect Hotline ([www.txabusehotline.org](http://www.txabusehotline.org), 1-800-252-5400). If a report of abuse is made for any of our students, Kinectory Learning Centers™ will cooperate with DFPS without the need for parental consent.

If you believe your child is the victim of abuse or neglect, report your suspicion to the Texas Abuse and Neglect Hotline, which is available 24 hours a day, 7 days a week. Helpful resources for education, assistance and intervention are available through DFPS ([www.dfps.texas.gov](http://www.dfps.texas.gov)) and Children's Advocacy Centers of Texas ([www.cactx.org](http://www.cactx.org)).

## **INCLUSIVITY/ACCOMODATIONS**

Our staff is trained on differentiated instruction. Alternatives are given for learners with special needs. Flexible seating, sensory resources, weighted products, more time on activities, smaller group sizes, and PECS™ (Picture Exchange Communication System) are integrated when necessary.

## **SCREEN TIME**

Screens are used in developmentally appropriate ways. Children under 2 years of age do not participate in any screen time. Two-year olds through prekindergarten students may watch preapproved educational content for up to 30 minutes while teachers clean up from lunch and help everyone get settled for nap time, etc. Additional screen time is permitted for up to 15-30 minutes daily during brain breaks. Learning apps are incorporated into STEM stations once a week for a limited time.

Preapproved content includes: Veggie Tales; Book Days; Superbook; Owlegories; Guess How Much I Love You; Hermie & Friends; Life at the Pond; The Adventures of Paddington Bear; Bob the Builder

## **STAFF**

Our staff members are carefully considered with your child's best interest in mind prior to employment with Kinectory Learning Centers™. Our vision of redefining early childhood education includes increased educational requirements of our staff. Each classroom employs a lead teacher who holds a Child Development Associate (CDA) credential or is in the process of completing one. Additionally, our staff complete annual trainings related to abuse and neglect prevention, positive discipline, health and safety practices, CPR and first-aid, emergency preparedness, child growth and development, and more.

## **CELL PHONES**

Please refrain from entering the school on your cell phone. We want to be able to communicate with you about your child's day!

## **SMOKE-FREE ENVIRONMENT**

Kinectory Learning Centers™ is a smoke free zone. No smoking is allowed on the premises. Any adult on the premises may not smoke or come in the building smelling like smoke. Your child may not come in smelling like smoke (from being exposed to secondhand smoke).

## **GANG-FREE ZONE**

Under Texas Penal Code, any area within 1,000 feet of a childcare facility such as Kinectory Learning Centers™ is a gang-free zone. Any criminal offenses related to organized criminal activity within this area are subject to harsher penalty.

## **TERMINATION**

Kinectory Learning Centers™ reserves the right to discontinue enrollment for any student at any time if it is found necessary and in the best interest of the student and/or school. Reasons for termination may include but is not limited to defiance, disrespect of adults, aggressive behavior, repeated infestation of lice, repeated biting, non-payment of tuition or fees, or a parent's lack of cooperation in following the policies and procedures in this handbook.

## **WITHDRAWAL**

If for any reason you would like to withdraw your student, we require written notice. A 30-day notice is required to avoid additional fees or tuition payments.

# **CURRICULUM**

## **EXPERIENCE EARLY LEARNING**

The Experience Early Learning curriculum is used for our infant-prekindergarten classes. It uniquely weaves 33 research-based skills through monthly activities and discovery projects. As children participate in Experience Early Learning, they are naturally exposed to skills which support their on-going social-emotional, physical, language and cognitive development. These skills, when combined with a nurturing environment, intentional teaching practices, and meaningful relationships support a child's school readiness.

### **Language and literacy skills**

Contribute to a child's ability to communicate and connect with others through listening, speaking, reading and writing. Experience Early Learning is a literacy-rich curriculum and invites children to ask questions and explore ideas through discussion and dramatic play.

### **Math and reasoning skills**

Include a child's ability to count, understand number sense, manipulate objects in space, create patterns, sort, compare and measure. Children's early mathematical experiences play a significant role in the development of their understanding of mathematics and serve as a foundation for their cognitive development.

### **Social Study skills**

Refer to a child's ability to understand oneself in relation to the surrounding world. It includes the exploration of roles, responsibilities, and cultural traditions. Experience Early Learning invites children to explore diverse communities, which enables children to integrate commonalities between them and increase respect for differences.

### **Science Skills**

Include a child's ability to inquire, predict and evaluate observations. It supports a child's ability to explore everyday life, physical properties within the surrounding environment and to make sense of concepts such as weather, natural habitats, and technology. Experience Early Learning leverages science-based projects and processes throughout the curriculum because science discovery serves as an ideal conduit for supporting children's learning across different domains.

### **Creative development**

Is highly encouraged and is the ability to respond to experiences by expressing ideas and the imagination through music, dance, dramatic play and art. Experience Early Learning is an arts-infused curriculum that allows children to take risks, make connections, and explore their curiosity in personally meaningful ways through visual arts, music, dance and dramatic play.



## **THE ABEKA CURRICULUM**

The Abeka Curriculum is a Christian, phonics-based curriculum that provides high-quality textbooks and teaching aids. Abeka provides a strong foundation for reading, so each child will have their own set of books. This curriculum is implemented along with Experience Early Learning for pre-kindergarten classes. Below is a description of areas studied:

### **Language Arts**

Phonics and Reading Recognition of letters, sounds of letters, short vowel sounds, sounding of blends and one-vowel words, reading of simple sentences and stories.

### **Writing**

Formation of letters, blends and words, writing first and last name

### **Numbers**

Number recognition and counting 1-100, number concepts 1-10, before and after concept, numbers largest and smallest to 20, addition facts to 10

### **BIBLE**

Stories, memory verses and songs

## **THE KINECTORY**

A hallmark of Kinectory Learning Centers™ is the intentional incorporation of play-based sensory learning, including our special STEM/museum-like pop-up on campus (called “The Kinectory”). Sensory play includes any activity that stimulates your young child’s senses: touch, smell, taste, sight, and hearing. Sensory activities and sensory tables facilitate exploration and naturally encourage children to use scientific processes while they play, create, investigate, and explore. Spending time stimulating their senses helps children develop cognitively, linguistically, socially, emotionally, physically, and creatively.

Children (and adults) learn best and retain the most information when they engage their senses. Many of our favorite memories are associated with one or more of our senses: for instance, the smell of a summer night campfire or a song grandma taught you as you baked cookies. Now, when your nose and eardrums are stimulated with those familiar smells and sounds respectively, your brain triggers a flashback memory to those special times.

### **COGNITIVE**

The most obvious cognitive skills sharpened by sensory play are problem solving and decision making. Simply present a child with a problem and various materials with which to find a solution, and you can almost see the connections his or her brain makes. In this way, children can build math skills such as comparing size (big vs. small), counting and one-to-one correspondence (matching numbers to objects), timing (does water or oil move faster?), matching (same sizes and shapes), and

sorting and classifying (buttons, beans or rice), science skills such as cause and effect (what happens when add water to sand?), gravity (water slides down a funnel, not up) and states of matter (ice melts). Without realizing it, children grow into amateur scientists by making predictions and observations.

## LINGUISTIC

Children can't define parts of language until they have experienced the true meaning of the word. The attempt to convey something without the proper words to do so can be frustrating! Sensory play encourages children to use descriptive and expressive language, for example, slimy doesn't mean much until you touch something slimy. Children will develop pre-writing skills as they pour, spoon, grasp, and work on eye-hand coordination tasks while using various materials.

## SOCIAL AND EMOTIONAL

Certain sensory play options, like sensory tables, allow children to be in complete control of their actions and experiences, which boosts their confidence in decision-making and inspires their eagerness to learn and experiment. Sensory play can also teach kids about cooperation and collaboration. As the children work together or side by side, they learn to understand someone else's viewpoint. The children also have the opportunity to express themselves and become confident in sharing their ideas with others.

## PHYSICAL

Fine motor skills are often defined as the coordination of small muscle movement (usually hand-eye coordination), that enables us to perform a variety of important tasks. For children, these tasks might include tying shoes, zipping zippers and even turning the pages of a book. Gross motor skills involve the large muscles of the body and include activities such as walking, running, pushing, pulling and throwing a ball. Both fine motor and gross motor skills are exercised while a child engages in sensory play.

# DAILY SCHEDULE

## SAMPLE SCHEDULE

3's class

|                      |                             |
|----------------------|-----------------------------|
| <b>8:00 – 8:15</b>   | Arrival, un-pack            |
| <b>8:15 – 8:45</b>   | Bible stories, worship      |
| <b>8:45 – 9:30</b>   | Outdoor play time           |
| <b>9:30 – 10:00</b>  | Circle time                 |
| <b>10:00 – 11:00</b> | Curriculum & Stations       |
| <b>11:00 – 12:00</b> | Centers                     |
| <b>12:00 – 12:30</b> | Lunch                       |
| <b>12:30 – 1:00</b>  | Clean up, get ready for nap |
| <b>1:00 – 3:00</b>   | Naptime                     |
| <b>3:00 – 3:30</b>   | Snacks                      |
| <b>3:30 – 4:00</b>   | Puzzle, books               |
| <b>4:00 – 5:00</b>   | Centers                     |

# EMERGENCY OR DISASTER PREPAREDNESS PLAN

Effective August 2024-August 2025 (New plan will be updated after move into new building)

For Kinectory Learning Centers™

License #1696120

Current Address: 3502 Hatch Road, Cedar Park, Tx. 78613

Re-Location Address: 12124 Ranch Rd 620 N, Austin, TX 78750

Emergency Contact Number: TBD school cell phone

This number will be used to communicate with local authorities.

In the event of an emergency in which we would need to leave or evacuate our entire school campus, the following would take place:

We would walk the children to Hill Country Christian School right across the street. A wagon would be provided for children with limited mobility. Each teacher and assistant teacher would stay with their class, and we will all stay together until parents arrive. Each lead teacher would bring a backpack containing water, snacks, diaper, wipes, and age-appropriate activities to use during the duration of the waiting period. We would send a mass text and email through our database to each parent to inform each one. Staff would stay with your child until a parent or authorized pick-up person could arrive.

In the event of a terrorist attack or catastrophic situation which renders parents or parent support team unable to get to the school, we would stay at the school as long as possible in the evening, then we take your child home with us until you could arrive safely. We would leave information both in the mailbox and posted outside the school doors. Rest assured, we would treat your child as our own and be sure they reach home safely regardless of life's circumstances. We take the care of the children left with us each day seriously.