

Home-based Preschool and After-school Program



PARENTS HANDBOOK

Operating Guidelines and Policies

Mission Statement

At Divine Kids, our mission is to provide every child with a safe, clean, and engaging learning environment where we cultivate excellence through proper learning perspective and nurture growth by teaching spiritual values, essential etiquette, and social skills.

Hours of Operation & Holidays

10 months in full calendar year excluding June and July.

Hours: Monday to Friday from 7 am to 5:30 pm. (Preschool children)

Monday to Friday from 3pm to 6:30pm (Afterschool children)

We are closed for following holidays

1. New Year Day
2. MLK Day
3. Memorial Day
4. Independence Day
5. Srila Prabhupada Appearance Day (Next day of Krishna Janmashthami)
6. Labor Day
7. Thanksgiving Week
8. Christmas Week

Curriculum

Divine Kids employs multiple age appropriate creative activities for following areas of development:

- Physical
- Cognitive
- Creative
- Problem solving
- Language
- Social/Emotional

Our aim is to provide strong foundation for success for the children in upcoming school years so they relish the learning through all the ages without anxiety and pressure for the grades. We believe that the school grades should be the byproduct of children's learning in the classroom. We have devised the daily activities and schedule with the philosophy of encouraging children to enjoy the learning and develop the inquisitive nature in all the above areas in early years only.

Tuition & Payment Policies

1. Application/enrollment Fee: \$80

(One time non-refundable, Maximum gap allowed: 3months)

2. Pre-school age (3-5years): \$200/week
3. Afterschool age (5-11years): \$175/week

(School pick-up availability depends on the location)

Payment must be made weekly on the Friday before the service week. Payment can preferably be made via Zelle or Cash. Please mention your child's name on the payment method you chose and collect the receipt on payments made through cash.

If your child is absent due to illness or other reasons, the childcare center will not refund the money for the days missed. If child is withdrawn from the center for two months or more, \$50 administration fee will be charged upon re-enrolling the child.

Depending on availability, program would also accept the drop-in for one or two days in a week. For more than 2 days in a week, full week fee will apply. Fee must be paid at least one day before dropping the child. Other procedures for enrollment remains same as above for weekly enrollments. Full application form will need to be filled with application fee of \$80. Following are the charges for single day drop in.

4. Pre-school age (3-5years): \$50/day
5. Afterschool age (5-11years): \$35/day

Meals & Nutrition

1. Breakfast, Lunch and Snacks will be provided as per the nutritional guidelines provided by USDA. Breakfast will be served from 8:00am to 8:45am and meal will not be saved if the child is late due to some reason as this will impact the activity schedule.
2. We serve hot lunch from 11:30am to 12:30pm and snacks are served at 3:30 pm.
3. All staff are trained on food allergies and they take precautions to ensure children are protected.

4. Before and after each meal, children have to wash their hands.
5. Children are not forced to eat, neither are they rushed.
6. Parent must inform the center of any food allergies child has through enrollment form!

Health & Safety Policy

We cannot allow sick children to attend the center who are having these following symptoms:

- Fever over 100 degrees Fahrenheit
- Persistent coughing or sneezing
- Diarrhea
- Vomiting
- Any contagious illness such as conjunctivitis or head lice

It is parents responsibility to inform the staff about child's illness before coming to the daycare.

If child becomes sick in daycare, staff will keep the child separate from other children and inform the parent. Parent must come immediately to pick up the child. Child can also be sent home for extreme misbehavior that endangers the safety of other children. A child may return to the center when child is free from above symptoms for 24hours.

Parents must provide the information for child's primary care physician, child's entire medical record and a copy of medical insurance card for the event when child needs emergency care and parents/emergency contacts are not reachable. The center does not carry the liability insurance. Parents should also sign the authorization to send the child to emergency medical care if such situation arise.

If the child is injured at center, the caregiver will provide the first aid and will contact the parents. If the child is seriously injured, child will be taken to hospital and primary care provider will accompany the child in that situation. Thereafter, the incident will be reported to the licensing authority.

Confidentiality

At Divine Kids, we recognize the importance of privacy and are committed to protecting the personal information of our students and their families. All personal information, including enrollment forms, medical records, and financial details, is kept strictly confidential and accessible only to authorized staff. Discussions regarding a child's behavioral, academic, or spiritual growth will be held privately between the provider and the child's parents or guardians.

Legal Obligations: Confidentiality will be maintained at all times, except in cases where we are legally required to disclose information, such as for mandatory reporting of health and safety concerns as per Texas state regulations or to Childcare licensing authorities.

Drop-off & Pick-up Procedures

Parents during dropping and picking their kids should park their car in the drive way, not on the road unless all the parking spots on drive way are full. Preschoolers must be picked before 5:30pm and After-schoolers before 6:30pm. A late fee of \$2 per minute will be charged after these times. Parents must sign-in and out during dropping and picking the child. All the persons dropping and picking up children must be listed on the child's registration form. All the authorized person must present their identification to pick the children. New staff may not know the parents, so they should not feel offended when asked for ID by the staff.

In case of separated parents, the center must be provided with a certified copy of the most recent court-approved custody agreement, residential restriction, or protective order. Until official legal documentation is on file at the center, we are legally required to provide equal access to both biological parents listed on the child's enrollment form. The facility will strictly adhere to the custody schedules and pick-up windows outlined in the court order on file.

No fire-arm Policy

In accordance with Texas state licensing requirements and penal codes, **all firearms, ammunition, and weapons of any kind are strictly prohibited on the center premises at all times** except carried by law enforcement officer.

Medication Administration

1. Authorization Requirements

- Written Permission: We will only administer medication to a child if we have a signed and dated Medication Authorization Form from the parent or guardian.
- Telephone Authorization: In an emergency, a parent may give telephone authorization for a single dose of a specific medication. This will be documented, and a written signature must be provided when the child is picked up.
- Specific Instructions: Authorization must include the child's full name, the name of the medication, the exact dosage, and the specific time(s) it is to be given.

2. Medication Containers & Labeling

All medication must:

- Be in its original container.
- Be labeled with the child's full name and the date it was brought to the home.

- Be within its expiration date. (We cannot administer expired medication under any circumstances).
- Prescription Medication: Must have a pharmacy label with the child's name, the prescribing doctor, and specific dosage instructions.
- Over-the-Counter (OTC) Medication: Must be administered according to the label directions. If you request a dosage different from the label, a written note from your child's health-care professional is required.

3. Storage and Safety

- Accessibility: All medication is stored in a designated area that is inaccessible to children.
- Refrigeration: If a medication requires refrigeration, it will be stored in a leak-proof container in our refrigerator, separate from food.
- Topical Ointments: Items like sunscreen, diaper rash cream, and insect repellent require a one-time annual written authorization from parents, unless the brand or instructions change.

4. Documentation & Recording

Each time medication is administered, a record will be kept in the child's file including:

- The child's full name.
- The name and strength of the medication.
- The date, exact time, and amount given.
- The initials/signature of the caregiver who administered the dose.

5. Disposal and Return

- Parents must pick up any unused medication once the treatment is complete.
- All medication will be returned to the parent or properly disposed of when it expires, the child withdraws from the program, or the medication is no longer required.



Discipline & Guidance Policy

We believe that the discipline is a process of teaching and guidance rather than punishment. Discipline will be individualized and consistent for each child based on their level of development and specific needs. We use positive methods of discipline such as positive reinforcement, redirection, help child to understand the natural consequence of doing something wrong and teaching modeling values through characters from the scriptural. Every morning, care giver will go over the ground rules with accepted and unaccepted behaviors and every evening, children will be given emoji sticker to reward their good behaviors. Child with completely unaccepted behavior will be sent to "Calming Center" for a certain time depending upon their age, where they will be asked to think over their behavior.

The disciplinary actions such as corporal punishment, verbal abuse, food/nap deprivation, physical restraint and active play restriction are strictly prohibited. We believe in a partnership

with parents. If a child demonstrates persistent behavioral challenges, we will schedule a private conference to develop a consistent plan between home and daycare that supports the child's growth and self-dignity.

Procedures for Parental Notification

We will inform the parents through emails and phones, but in the urgent situation we are also going to put memo on front door so while dropping the kids, they can receive the information. For example, a new developing covid situation. Whenever we are updating the operating policies, those will be communicated through email at least a week prior to the change taking effect. Parents will also be notified within 48hrs through a written email notice in the event of child, caregiver or a household member has contracted a high risk communicable disease such as measles, rabies, tuberculosis etc.

A copy of most recent licensing inspection report will be posted in the notice board. Notice board will also have all important phone numbers for parent such as local Licensing/Child Care Regulation office and child abuse/neglect hotline.

Requirement for notification to Licensing

As mandated by State of Texas, suspected case of Child Abuse and Neglect will be reported to Texas Department of Family and Protection Service (DFPS) in its Hotline 1-800-252-5400 as well as to Child Care regulation authority within 48hrs. All the staff in the center will be encouraged to report any suspected child abuse directly to above resources.

In addition, any injury or illness in the center that requires medical treatment by healthcare provider or hospitalization as well as any occurrence that place a child at risk will be reported to licensing.

Suspension and Expulsion

We view every behavioral challenge as a teaching moment. However, to ensure the safety of all children and the sustainability of our program, we have established the following policy regarding suspension and expulsion. Before considering suspension or expulsion, we will observe the behavior and document to understand what causes the trigger to adjust the learning environment to better meet the child's need. These observations and corrective actions will be shared with the parents to create a remedial action plan that aligns with our values. If needed, we will provide parents with contact information for local resources, such as Early Childhood Intervention (ECI) or pediatric specialists, to help identify any underlying developmental needs.

Suspension and expulsion of a child is a last resort if child's behavior poses an immediate threat to themselves, other children or staff such as hitting, biting etc. that cannot be managed through redirection, or child's behavior consistently disrupt the class activities. Parent's refusal to collaborate on behavior remedial action plan or parent's habitual failure to follow the policies in this handbook may also lead to above actions.

Parents will be notified of ongoing behavioral concerns through daily reports or private meetings. If suspension or expulsion is being considered, parents will receive a formal written notice through email outlining the reasons and the effective date. In extreme cases where safety is compromised, we reserve the right to require immediate pick-up and immediate termination of care without prior notice.



Procedure For Parents Visit to Center

Parents are welcome to visit their child anytime during the hours of operation. Parents are also encouraged to contribute in the activities such as group book reading or sharing any topic of their respective interest or expertise. Parents will be strongly encouraged to volunteer for any field trips to ensure low child/adult ratio for better monitoring.



Indoor and Outdoor Physical Activity

Children will have their outdoor activities in the backyard lawn adjacent to the center room. Outdoor activities will last 40 minutes in morning and 40min in the evening. In the event of extreme weather, physical activities will be in indoor in center room only. Following physical and quite activities are planned for outdoors and indoor.

Age Group: Preschool (3-5 Years)

Indoor Active

- Kids Yoga
- Dancing
- Hopscotch

Indoor Quiet

- Puzzles & Sorting
- Story Time & Picture Books
- Sensory Bins (Rice/Sand)
- Basic Arts & Crafts
- STEM Experiments

Outdoor Active

- Running games
- Kids Basketball
- Rock & Roll Seesaw
- Ball Games (Kicking/Throwing)
- Ballon Volleyball

Outdoor Quiet

- Sidewalk Chalk
- Nature Observation
- Gardening (Seed Planting)
- Sand and Water Table Play

Age Group: Afterschool Age (5-11 Years)

Indoor Active

- Kids Yoga
- Dancing
- Hopscotch

Indoor Quiet

- Board Games & Strategy Games
- Reading & Quiet Study
- Complex Art Projects (Clay/Painting)
- STEM Experiments

Outdoor Active

- Team Sports (Soccer/Badminton)
- Tag & Group Games

Outdoor Quiet

- Outdoor Sketching
- Journaling
- Strategy Games (Outdoor Chess/Checkers)

Clothing and Footwear

Children learn best when they are comfortable and free to explore. To ensure the safety of your child during our indoor learning, outdoor play, and daily Yoga sessions, we ask parents to dress your child in simple, comfortable clothing that is appropriate for active play. To foster self-dignity and independence (especially for preschoolers ages 3–5), please choose clothing that your child can manage easily during bathroom breaks (e.g., elastic waistbands rather than complex buttons or belts). Please ensure your child has appropriate outerwear (coats, hats, gloves) for cold weather and breathable fabrics for Texas summers.

Children should wear closed-toe shoes with rubber soles (such as sneakers or tennis shoes). For safety reasons, flip-flops, loose sandals, crocs, "wheelies," and high-heeled shoes are not permitted, as those increase the risk of trips, falls, and injuries on the playground. Please ensure your child wears socks daily for hygiene. To prevent choking hazards or injury during play, we request that children do not wear necklaces, dangling earrings, or loose bracelets. Small stud earrings are acceptable. Spare Clothing: Every child must have a complete change of seasonal clothing kept in their designated cubby. This kit should be stored in a labeled gallon-sized Ziploc bag.



Schedule

Preschoolers

07:00 - 08:00: Arrival & Free Choice Play

08:00 - 08:45: Breakfast & Cleanup

8:45 – 09:00: Prayer Time

09:00 – 10:00: Circle Time (Maths, Science & Culture, Language, Weather, Calendar)

10:00 - 10:50: Indoor Exploration/Centers/Craft/Yoga

10:50 - 11:30: Outdoor Active Play

11:30 - 12:30: Lunch & Cleanup

12:30 – 13:00: Story Time

13:00 - 14:30: Nap/Quiet Rest Time

14:30 - 15:30: Creative Arts / Guided Activity (Rhymes, Meditation)

15:30 – 15:50: Snacks

15:50 - 16:30: Outdoor Exploration

16:30 - 17:30: Quiet Table Activities & Dismissal

After-schoolers

15:00- 16:30: Arrive, snacks and homework

16:30 – 17:00: Outdoor activities

17:00 – 18:00: Guided activities (STEM / Meditation / Music)

18:00 – 18:30: Indoor activities, Cleanup and Dismissal