



1502 East Mockingbird Lane

Victoria, Texas 77904

[www.KidVersitytx.com](http://www.KidVersitytx.com)

(361) 573-9800

Hours:

7:15 am-5:30 pm

Monday-Friday

Ages: Children 6 weeks – School Age Welcome!

## **2015-2016 Weekly Rates**

\*Registration fee is \$100.00 for your first child and  
\$25 for each additional child\*

Registration fee is Non-Refundable and due annually.

\*Families with two or more children receive 10% off the oldest child!\*

### **Pre-Kindergarten Room Rates 3-5 years old**

Monday –Friday (Full Time Program)	\$100.00 weekly
3 Day Program (Monday, Wednesday, & Friday)	\$65.00 weekly
2 Day Program (Tuesday & Thursday)	\$45.00 weekly

### **Toddler Room Rates 2-3 years old:**

Monday –Friday (Full Time Program)	\$115.00 weekly
3 Day Program (Monday, Wednesday, & Friday)	\$75.00 weekly
2 Day Program (Tuesday & Thursday)	\$50.00 weekly

### **Woddler Room Rates 12-24 months:**

Monday –Friday (Full Time Program)	\$125.00 weekly
3 Day Program (Monday, Wednesday, & Friday)	\$85.00 weekly
2 Day Program (Tuesday & Thursday)	\$65.00 weekly

### **Infant Room Rates 6 weeks-12 months**

Monday –Friday (Full Time Program)	\$150.00 weekly
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Weekly payments are due the Friday before the week begins.

**If your child is only coming part time and you need to add a day other than their regular schedule...you can call and ask if there is space available. If so the drop in rate will be \$25.00 per child per day.**

#### **Our Goals:**

- To create an environment that will be positive, caring, and a loving for all children.
- To help each child find their love for learning.
- To create a daily routine that children can look forward to and enjoy.
- To extend the attention span of all students before they begin Kindergarten.
- To create good manners and respect towards others.
- To promote safety and encourage good decision making skills.
- To work with parents so learning and positive reinforcement continues at home.
- To support each child and their family as we work together to form a team.
- To conduct educational screenings to monitor each student learning throughout the year.

## **Steps to Register:**

1. Fill out Admission Application
  - Physician's Statement
  - Shot Record
  - The Food Program Application
2. Sign form stating you have received the Program Handbook
3. Return all forms
4. Pay registration fee and the first week fee
5. Bring in your child's items that will remain at school
  - Plastic box with extra clothes
  - Light blanket
  - Small pillow
  - Diapers/Pull-ups
  - Wipes
  - Extra Formula and food
6. Set-up your child's ProCare account

## **Mission Statement**

KidVersity's mission is to provide a loving, supportive, safe and educational environment for infants, toddlers, and pre-school age children. We offer a program that meets the intellectual, moral, social, emotional, and physical needs of each child. Our goal is to support children's desire to be life-long learners.

## **Our Philosophy**

At Kidiversity, we want children to have so much fun in school that they can't wait to arrive each morning. The excitement of children at our school is the result of a team effort. Each one of our teachers is passionate about molding children into life-long learners. They truly care about children, and have the compassion and knowledge to recognize a child's individual developmental needs and learning styles.

**Minimum standards** set by the state are in place at the school as well as here for you to view. If you ever have a concern please call KidVerstiy at (361) 573-9800 to set up an appointment to discuss the issue. The Childcare information line is 1-800-862-5252 and the Victoria Licensing Office phone number is 361-572-8241. You can also get information at [www.txchildcaresearch.org](http://www.txchildcaresearch.org)

## **KidVersity:**

We want all of the students to find a love for learning. We believe with support and positive connections each child can be self-confident and gain in independence. KidVersity opens at 7:15 am and closes at 5:30 pm. All the children have to be at school by 9:30 am every day. We will serve breakfast at your child's designated time for their room, if you decide to come later than you are responsible for feeding your child. We begin our group work at 9:30 each morning.

## **KidVersity Basic Information**

**Payments:** Payments are charged on a weekly basis. Payment must be received the Friday before the week begins.

**\*Late payments:** A late fee of \$20.00 will be applied if the payment is not received by 9:30 Monday morning. \*Your child cannot return to school if a payment has not been made.

**\*Return Payment Fee:** A fee of \$25.00 will be charged for any returned payments. You will need to let us know if you want us to try to re-deposit the check or pay with cash or money order. If your check is returned a second time you will be charged \$25.00 again. The only form of payment at that point will be cash or money order.

**Signing In & Out:** We have a computer set up for signing in and out each day. If the computer is down there will be a sign in and out form on the desk in the entry. Please fill this in when you drop off and pick up your child daily. Everyone that picks up your child MUST be on their pick up list. If we are unfamiliar with the person we will ask them to show proper identification that must match your pick up list before they will be allowed to take your child from the school. Please verify they are on your pick up list before they arrive to pick up as a phone call will not allow authorization for pick up. Please do not send siblings to come in and pick up your child...even if you are in the car. We do this to protect your child.

**Emergency Medical Care:** KidVersity will provide and give emergency care if needed. We will then call parents and transport your child if needed.

\*On the application you must list your child's doctor and preferred hospital.

**Meals:** Breakfast, Lunch and an Afternoon Snack will be provided for the children every day. Please look at your child's schedule in this packet to see their designated meal times.

\*If your child is allergic to anything please be sure to inform us. If there is a special diet your child needs to follow we must have a doctor's note on file explaining their needs.

**"Quiet time":** This is a quiet time to rest and most of the children will fall asleep. Educational music is played during this time. Each child is provided with their own cot and they need to bring a light blanket and pillow from home. These will be sent home regularly to be washed. Please try to avoid picking up your child during this time. If it cannot be avoided please let us know so we can move them to avoid disturbing the other children. Please look at your child's schedule in this packet to see their designated quiet time.

**Toys from home:** Children are allowed to bring one toy from home. Please put your child's name on their toy. They must be willing to share and it needs to be small enough to fit in their cubby. KidVersity is not responsible for anything being lost, stolen, or broken.

**Extra set of clothes:** If your child is in the Toddler or Pre-K room we will need a plastic shoe box with an extra set of clothes. Please put your child's name on the outside of their box and their extra clothes. We do not want to bother you if a drink is spilt or an accident should occur. We will call you if we do not have clothing and you must bring clothes. We cannot allow your child to wear another child's clothing.

**Sick/Illness:** Children should not come to school with a rash, fever, deep cough, vomiting, diarrhea, or anything else that could be passed to another child. We will call you immediately if your child is sick and they will need to be picked up as soon as possible. They may not return to school until they have been fever free for a minimum of 24 hours. We are concerned about the health of your child as well as the other children in care. Please make sure that your child is healthy and able to return before you bring them back.

**Medication:** Prescription and non-prescription medication must be labeled with your child's name and dosage. You will need to sign the medication form and inform your child's teacher to have your medicine administered. The first dose of medicine should always be given at home and we will follow up with the remaining dosage at the scheduled time.

**Discipline:** We always use positive reinforcement to encourage good behavior. We try our best to understand each child's behavior patterns to avoid confrontation. As a last resort "time-out" will be used. Parents will be notified if there is a discipline problem that we are trying to work on. A parent conference may be necessary if we need to discuss your child further. We will never use harsh punishment with any child.

**Contacting the Teacher:** It is difficult for the teachers to get into a long discussion while we are working with the children. If you need to talk please call during, "quiet time." No issue is too small...so feel free to contact us.

*\*Many of us are parents too...so we understand!*

**Leaving your child:** You must make sure their teacher is aware that they have arrived for the day! A quick "goodbye and have fun today" is appreciated! Please try to avoid coming into the classroom the first two weeks of school. We are trying our best to get all the students settled into the routine. Many times when one child sees another mommy or daddy then they want theirs.

Try to stay positive, "You get to go to school today" instead of, "You have to go to school today because I have to go to work". If you are happy your child will be happy too!

We can get them busy and their minds off of you leaving. We can handle an upset child and we will call if there is a problem. We do not want them upset either. Give us 30 minutes then feel free to call and check on your child. We want you both to feel comfortable during your day.

**Withdraw Process:** If for some reason you choose to leave the school you will need to give a two week written notice.

**Late Pick-Up:** If you are picking up your child after regular hours you will be charged a late fee. At 5:30pm you will be charged \$10 and then \$1 a minute after 5:40. You may be asked to sign a late slip and the payment needs to be made to the person waiting with your child. If you did not pay the teacher waiting with your child it will be added to your child's account. It must be paid or payment late fees will apply.

**Breast Feeding:** If you are able to come during the day to Breast Feed your child we will welcome you to do so. We will provide a private and quiet place located in the office for you and your child. Please feel free to take your time.

## **Daily Schedule:**

### **Infant Schedule:**

7:15-8:00 Arrival  
Tummy Time or Mat & Toy Play  
Check Diapers & Wash Hands  
8:00-8:30 Breakfast  
8:30-9:30 Sensory Activities  
    Check Diapers & Wash Hands  
9:30-10:30 Quiet Time  
10:30-11:00 Story Time  
    Check Diapers & Wash Hands  
11:00-11:30 Lunch  
11:30-2:30 Rest Time & Check Diapers  
2:30-3:00 Snack  
    Check Diapers & Wash Hands  
3:00-3:30 Story Time  
3:30-3:45 Outside Play  
3:45-4:00 Gross Motor Skills  
    Check Diapers & Wash Hands  
4:00-5:00 Tummy Time & Toy Play  
    Check Diapers & Wash Hands  
5:00-5:30 Departure

### **Woddler Daily Schedule:**

7:15-8:30 Arrival Time/Learning Centers  
8:00-8:30 Diaper Changing  
8:30-9:00 Breakfast  
9:00-9:30 Calendar Time/Color Paper  
9:30-10:00 Art  
10:00-10:30 Diaper Changing  
10:30-11:00 Outside Play  
11:00-11:30 Lunch  
11:30-12:00 Diaper Changing  
12:00-3:00 Quiet Time  
3:00-3:30 Snack/Diaper Changing  
3:30-4:00 Story Time  
4:00-4:30 Diaper Changing  
4:30-5:00pm Outside Play  
5:00-5:30pm Departure

### **Toddler Daily Schedule:**

7:15-8:30 Arrival Time/ Learning Centers  
8:00-8:30 Diaper Changing  
8:30-9:00 Breakfast  
9:00-9:30 Calendar Time/Color Paper  
9:30-10:00 Art  
10:00-10:30 Diaper Changing  
10:30-11:00 Outside Play  
11:00-11:30 Lunch  
11:30-12:00 Diaper Changing  
12:00-3:00 Quiet Time  
3:00-3:30 Snack/Diaper Changing  
3:30-4:00 Story Time  
4:00-4:30 Diaper Changing & Hand washing  
4:30-5:00pm Outside Play  
5:00-5:30pm Departure

### **Pre-K Schedule:**

7:15-8:30 Arrival & Centers  
8:30-9:00 Breakfast  
9:00-9:45 Small Group Academic Instruction  
9:45-10:00 Cleaning Up Activities  
10:00-10:30 Calendar Time  
10:30-11:30 Learning Center Rotations  
11:30-12:00 Outside Play  
12:00-12:15 Bathroom & Wash Hands  
12:15-1:00 Lunch  
1:00-3:00 Quiet Time  
3:00-3:30 Wake-Up, Restrooms  
3:30-4:00 Story Time & Snack  
4:00-4:30 Outside Play  
4:30-5:00 Learning Centers  
5:00-5:30 Dismissal

\*Schedule is subject to change.\*

\*In all rooms please avoid picking up children during “quiet time.” Children can be picked up at any time before or after.\*

**(Keep this copy) Parent Understanding of Policies**

Please initial next to each item to ensure understanding of each policy.

\_\_\_\_\_ I understand that payments are due on Friday for the upcoming week that my child is in care. A late fee of \$20.00 will be added if payment is not received Monday by 9:30 am.

\_\_\_\_\_ I understand that my children are required to be at school by 9:30am. If you chose to bring your child after their class has already had breakfast you will be responsible for feeding your child. They must eat before arriving at school if breakfast is missed.  
\*Attendance for the day may be refused if you are later than 9:30 am without prior knowledge.

\_\_\_\_\_ I understand that my child must be picked up as soon as possible if sick and may not return to school until he/she has been fever free for a minimum of 24 hours.

\_\_\_\_\_ I understand the late pick up fee is \$10.00 after 5:30pm plus one dollar for every additional minute. This must be paid to the teacher who is waiting on you.

\_\_\_\_\_ I understand that no outside food will be permitted because we are participating in the Food Program. However, if your child is not eating solid food you are excluded from the program and must provide your child's daily nutrition.

\_\_\_\_\_ I understand that I am not paying for my child's attendance, I am paying for my child's position. This means I must pay the weekly fee even if my child is sick or on vacation.

By signing below, you agree to adhere to all of the policies and procedures listed above as well as in the parent handbook. Failure to abide by these policies could result in termination of childcare services.

\_\_\_\_\_  
Mother/Guardian Signature    Date

\_\_\_\_\_  
Father/Guardian Signature    Date





2014-2015 Holiday Schedule  
August 2014- August 2015

September 1 <sup>st</sup>	Labor Day
November 11 <sup>th</sup>	Veteran's Day
November 26-28 <sup>th</sup>	Thanksgiving Break
December 24-26 <sup>th</sup>	Christmas Break
January 1&2 <sup>nd</sup>	New Year's
January 19 <sup>th</sup>	Martin Luther King Jr. Day
February 16 <sup>th</sup>	President's Day
*March 9-13 <sup>th</sup>	*Spring Break
April 3 <sup>rd</sup>	Good Friday
May 25 <sup>th</sup>	Memorial Day
July 3 <sup>rd</sup>	Fourth of July (Observed)

\*The school will be open for those who will need care.