

# ***PARENT HANDBOOK***

## **2021-2022**



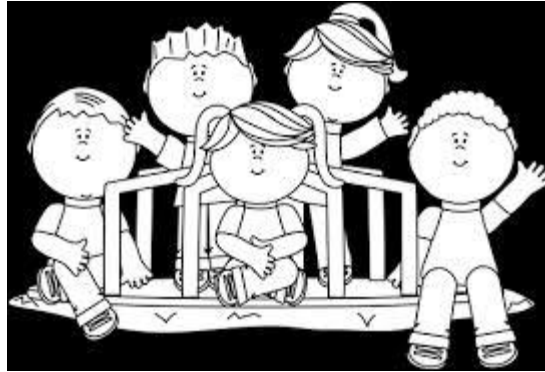
## **EPISCOPAL SCHOOL**

Located at The Episcopal Church of the Holy Spirit  
11093 Bandera Rd. San Antonio, TX 78250  
(210) 688-9171

e-mail address: [KOKES@sentbythespirit.org](mailto:KOKES@sentbythespirit.org)

Web Page: [www.kokepiscopal.org](http://www.kokepiscopal.org)

***Interim Director:*** Ashley Moreno [amoreno@sentbythespirit.org](mailto:amoreno@sentbythespirit.org)  
***Administrative Assistant:*** Donna Russell [drussell@sentbythespirit.org](mailto:drussell@sentbythespirit.org)



### **OUR PHILOSOPHY**

We believe that young children should be cared for in a very nurturing, loving, safe, Christian environment. KOKES is a ministry and outreach of The Episcopal Church of the Holy Spirit. The foundation of KOKES is a Christian centered service, rooted in the principles of the Episcopal Church.

### **OUR PURPOSE**

The purpose of KOKES is to offer each child, regardless of race, color, nationality, ethnic origin, or religious background, many superior educational opportunities. KOKES provides a well-balanced, developmentally appropriate program of individual, spiritual, intellectual, social and physical development.

### **OUR GOALS**

- Low child-staff ratio
- Qualified / well trained staff
- Positive staff-child interaction and communication
- Developmentally appropriate curriculum
- A healthy, safe environment which provides opportunities for exploration and learning
- Ongoing, systematic evaluation
- Daily Chapel for PK 3-4-year classes
- Strong educational foundation based on Christian principles

## **WELCOME TO KOKES!**

**We are now celebrating our seventh year of service as  
Kids of the Kingdom Episcopal School, a ministry  
of The Episcopal Church of the Holy Spirit.**

**Previously we served for 25 years at Zion Lutheran Church as  
Kids of the Kingdom, Inc. 1989-2015**



*Thank you to the many families who have supported our school over the past years and continue to refer others to KOKES!*

*We also appreciate all of the staff members who have worked diligently to contribute to the excellence of our school. Special Recognition goes to the following KOKES staff who have contributed significantly for 15 or more years:*

**Donna Russell (1989)**

**Judy DeSha (1993)**

**Ashley Moreno (1994)**

### **Important Notice:**

**Some policies contained within this handbook may be currently modified due to COVID-19. Should you have a question about a current policy or procedure, please contact the KOKES administrative staff for further guidance.**



**Kids of the Kingdom Episcopal School  
at the Episcopal Church of the Holy Spirit**



***A Letter from the Head of School***

***Dear Parents:***

***It is a blessing and an honor to serve the families and staff of Kids of the Kingdom Episcopal School. I am excited to begin a new school year, and so thankful that you have chosen KOKES to care for your children. It is a GREAT opportunity and responsibility to care for God's children. My goal is to provide each child with an amazing early learning experience in a Christian learning environment where they are encouraged emotionally, spiritually, academically and physically. As we continue the long legacy of KOKES, we will continue to work together to ensure that each child will experience success.***

***I look forward to working with each of you to strengthen our community this year, getting to know you and your children, and expanding our program. My door is always open, so please feel free to express your ideas, thoughts and concerns.***

***It is going to be a great year! Our staff is working very hard to plan for a year full of fun as we learn about God's love and God's world around us. I pray that you and your child will be blessed by being a part of the KOKES family.***

***Serving His Children,***

***Lesli Budzinski  
Head of School***



## A LETTER FROM THE RECTOR

Now there was room for the blind and crippled to get in. They came to Jesus and he healed them. When the religious leaders saw the outrageous things he was doing, and heard all the children running and shouting through the Temple, “Hosanna to David’s Son!” they were up in arms and took him to task. “Do you hear what these children are saying?” Jesus said, “Yes, I hear them. And haven’t you read in God’s Word, ‘From the mouths of children and babies I’ll furnish a place of praise?’”

*The Gospel of Matthew 21:14-16 as translated in to The Message, a Bible paraphrase,  
By Eugene Peterson*

I am thankful for the opportunity to write a word of welcome to the Kids of the Kingdom Episcopal School (KOKES) and the Episcopal Church of the Holy Spirit Community. Since its beginnings in 1981, the Holy Spirit community has eagerly awaited the opportunity to serve our community with a school. We have long waited for the day that children would run (supervised and carefully) around this Sacred Space shouting, “Hosanna to David’s Son!” Our worshipping community is excited to welcome you and your child or children into our church family.

God’s hope for our congregation is to *Restore all people to unity with God and each other in Christ*. And our hope is that each day that your child or children come to this space that they know that they are known and loved by Christ. As part of this being loved, we also hope that everyone who comes to KOKES and Holy Spirit also knows that they are to not only receive this love but to also share it and tell others of Jesus’s love for them.

Thank you for trusting our worshipping community with your most precious gift. We look forward to watching all the children grow, learn, and pray together this year.

In the Family,

The Rev. Jason T. Roberts  
Vicar and Rector, Episcopal Church of the Holy Spirit  
Sentbythespirit.org  
210.314.6729 x 101

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## **ENROLLMENT INFORMATION**

### **FALL PART-TIME CLASSES (Ages 3-4)**

**August 2021 – May 2022**

Classes Offered	Hours	Registration Fee (Non-Refundable)	Cost
3 Year PK (T/Th)	9-2	\$110	\$300 / month
4 Year PK (M/W/F)	9-2	\$130	\$370 / month
Extended Hours	7:00 – 5:30	None	\$9.00 per hour
Drop-in (call to reserve)	7:00 – 5:30	Must be registered	\$50 per day

#### **Part-time Program Fees:**

1. Registration fee is paid each school year at enrollment and is non-refundable.
2. Tuition for the age 3-4 year PK classes are determined by taking the total number of weeks in the school (approximately 36 not including holidays) and dividing this total into 9 equal monthly payments (September - May). Therefore, the payment does not decrease during the months which have more holidays than others.
3. Fees are payable on the 1st of the month. (Except for the September payment.) A \$10.00 late fee is assessed for each child after the 5th, 10th, 15th and 20th of each month.

A child's enrollment for the school year is complete when the registration fee is paid and all forms are received. Office staff will confirm when registration and enrollment is complete.

\*Part time classes are subject to availability and enrollment. Part time status/availability is evaluated on a monthly basis and may be closed during the school year or summer program as needed, due to the needs of the KOKES community.

### **SUMMER PART-TIME CLASS: June 2022-August 2022**



#### **Summer Camp**

**School Age**

**7 weeks of camp are offered**

#### **Summer Part-time Program**

**Ages 3-School Age**

**9:00-2:00**

**You may choose T/Th or MWF**

**FULL-TIME CLASSES**  
**August 2021 – August 2022**

**Ages 6 weeks – 11 years, Offered Monday – Friday**

Classes Offered	Hours	Registration Fee (Non-refundable)	Weekly Payments
6 weeks / Toddler	7:00-5:30	\$80	\$249
1 year	7:00-5:30	\$80	\$239
2 years	7:00-5:30	\$80	\$228
3 years	7:00-5:30	\$140	\$221
4 years	7:00-5:30	\$150	\$221
After School Class	After School-5:30	\$100	\$80

All classes/age groups are subject to availability and enrollment. A class may be closed during the school year or summer program due to the needs of the KOKES community.

A child's enrollment for each school year is complete when the registration fee is paid and all forms are received. Office staff will confirm when registration and enrollment is complete.

**Full-time Program fees:**

1. Children enrolled in the Full-time Program after September 1, 2017 will be charged every week. (August – August) There is not a reduction in tuition for the weeks that have holidays. See the school calendar inserted in this handbook.

2. Children enrolled after September 1, 2017 in the Full-time Program who do not plan to attend the Summer Program may sign up for the 10-month payment plan. For more details please contact the Welcome Center. Children enrolled before September 1, 2017 are grandfathered into the previous policy which allows Full-time children to enroll only in the Fall Program. (10 months)

3. Fees are payable on Monday. A \$10.00 late fee will be assessed for each child after Wednesday of each week.

**FINANCIAL POLICIES**

1. Registration fees are paid annually at time of registration and are non-refundable.

2. There is a \$20.00 charge for returned checks. Parents who are behind 1 week in tuition payments will be informed that their child may not attend until their balance is paid in full. After 3 weeks, the child will be dropped from the program.

3. Payments may be made by check, money order or through the SmartCare App. All parents should create an account in the SmartCare app to receive tuition invoices and manage payments. Checks should not be given to the teacher or put in the child's folder. Checks may be dropped in the Gray Box located on the wall by the desk in the Welcome Center.

**DISCOUNTS**

There is a 10% discount in tuition for each additional child (siblings) enrolled in the FULL-TIME program and applied to the oldest child's tuition. There are no sibling discounts in the part-time program. This discount does not apply to drop-in care or extended hours. Active members (baptized, communicant in good standing for one year) of the Episcopal



Church of the Holy Spirit will receive a 10% discount on their total tuition amount. There is no sibling discount applied to this total amount.

#### **ATTENDANCE / LATE CHARGE**

KOKES opens at 7:00 a.m. and closes at 5:30 p.m. with drop off beginning at 6:50am. To allow staff to prepare for the day, we ask that you do not enter the Welcome Center before 6:50am. Children in the one - four-year classes should arrive by 9:00am each day. This ensures each child is included in the lunch count and participates in activities and curriculum that the teacher has planned for the day. It can be distracting for the class and the child when arriving after the activities have already started for the day. It is also important for the child that they maintain a daily routine.

Please also be prompt in picking up your children each day. An additional late charge of \$15.00 will be assessed for each 5-minute period or portion thereof after the time that the child is scheduled to be picked up. The teachers will bring all children to the Welcome Center that have not been picked up by their scheduled time.

#### **WITHDRAWAL**

If you decide to withdraw your child from any program please give the office at least a two week notice by e-mail to [KOKES@sentbythespirit.org](mailto:KOKES@sentbythespirit.org). Parents who drop out without notice are required to pay the tuition for two weeks. Please do not ask the teacher to inform the Welcome Center of your plans. If you withdraw from the program and decide to return at a later date you must repeat the registration process again at this time.



#### **MEET THE TEACHER**

There will be an Open House/Meet the Teacher for all parents and children 1-2 weeks before the Fall Program begins. All family members are welcome to attend. This will provide an opportunity for the children and parents to meet the teacher and drop off school supplies before the first day of school. An Open House will also be scheduled in Sept/Oct.

#### **FORMS FOR ENROLLMENT**

##### **Child's Health Statement Form: (White) Immunizations, and Vision & Hearing Screenings**

All children must have a current Health Statement Form on file in the Welcome Center upon registration. Children who do not have a health form on file will not be able to attend. This form must be signed by a physician. All immunizations must be kept up to date as specified by the Texas Department of Health or children will be excluded from attendance. Vision and hearing screenings are also required by the state for children in the 4-year classes. Forms are available in the Welcome Center and provided upon enrollment. This screening is completed by pediatricians at the 4 year well check so plan ahead to provide results from that appointment.

##### **Enrollment Information Form (Blue)**

This form must be completed before the child attends KOKES. This is very important as we will not be able to release your child for emergency medical attention if this form is not signed. It also gives us authorization to release your child to another person(s) of your choice. Parents are responsible for notifying the school Welcome Center of any changes that occur throughout the year.

##### **Discipline and Guidance Policy (Green)**

Please read this policy and sign the bottom of the green form.



### **SUPPLIES**

A supply list will be distributed prior to each school year. These supplies should be brought to class by the first week of school. The teacher will notify parents if these supplies need to be replaced throughout the year. Also, please send a change of clothing (including socks and underwear) with your child. This should be put in a Zip-Lock bag with their name on it and replaced as used or with the change in season. There are many types of accidents that occur during the day (even with the older children) that require a change of clothing.

### **KOKES SPIRIT BAGS /T-SHIRTS**

At the time of registration all children in the Infant-4-year classes will receive a KOKES school spirit bag. Children should bring their bags each day with their communication folder. Children in the school age classes may bring their backpack. Also included with registration are a pillow, pillowcase, and KOKES t-shirt (ages 2-4).

### **COMMUNICATION FOLDERS**

KOKES will provide each child with a laminated folder at the beginning of the year. This folder will be used to hold any communication from the teacher and staff. Teachers will also check the folder daily for any communication from parents.

### **CURRICULUM**



A list of the Unit Themes in which the children will participate during the school year will be posted online and provided through newsletters and daily reports from teachers. Teachers will guide the children through the use of various learning centers (dramatic play, blocks, manipulatives, nature/science, library, art, music, motor skills, and active play), which will be focused on these unit themes. Since most learning is done through hands on experiences, papers and art projects may not come home every day. Unit themes are also discussed and explored further during group time. Special visitors are also invited periodically throughout the year to expand on these themes. Bible stories are incorporated into the curriculum for all age groups.

Children in the Three and Four-year PreK program will also focus on phonetic and number concepts through the use of many games and hands on activities. These concepts will be reinforced through the use of learning centers and during group time.

Children ages 2-4 will participate in a chapel program led by the Head of School, Rev. Jason Roberts, PreK teachers and Holy Spirit volunteers. During this time, the children are involved in a 15-minute worship experience which includes singing, prayer and the presentation and application of Bible truths through stories. The PreK-4 classes will use Godly Play curriculum for their weekly Bible lessons.

Children ages 2-4 also participate in special classes for Music and Movement, Motor Skills, and STEAM activities. However, the classroom teacher also incorporates these into the daily curriculum.

The list below includes the primary resources which the teachers use in preparing their lesson plans each week: (We also use many other educational resources to supplement where needed.)

Wee Learn Curriculum Guides, Convention Press, Infants – PreK 4

Little People's Workshop - Rainbow Series, Age 3-4 phonics/numbers

Handwriting without Tears PK 3/4

Sail Through the Summer Developed by Head of School

Summer Camp Curriculum Developed by Joyce St. John and Head of School

### **PARENT CONFERENCES / OPEN HOUSE**

Each child enrolled in the KOKES PK-4 program will have a portfolio developed by their teacher. The purpose of the portfolio is to be able to evaluate the progress of the child and to determine their readiness for Kindergarten. KOKES will have an Open House or Teachers will schedule parent conferences twice during the school year (once in the Fall and once in the Spring) to discuss each child's progress. Parents or teachers may also request conferences at other times of the year if needed.

### **SHOW-N-TELL**

Teachers may provide each child the opportunity to share a special toy, book or other item of interest with the class. Teachers will try to coordinate this with the Unit Theme or other area of study. We prefer that the item fit in the KOKES tote bag. We do request that children not bring toys or items from home to school on other days.

### **ANIMAL POLICY**

If you would like to bring an animal to school to share with your child's class please let the teacher/office staff know at least 2 days in advance. If approved, based on Texas childcare regulation guidelines, we will then send a note to all of the parents in the class to inform them of this special classroom visitor. The Childcare Licensing requires this notification.

### **SPECIAL ACTIVITIES**

Children will participate in monthly special activities to supplement our unit themes. Special events will be listed on each monthly calendar and information provided to families. We invite special speakers and schedule fun activities here at KOKES instead of going on field trips. The cost of these events is included in the registration fee.

## **CLASSROOM POLICIES**

### **PARENT OBSERVATION**

Parents are welcome to observe in their child's classroom, during program activities, and on/around school premises during hours of operation. Please sign in and receive a visitor pass from the Welcome Center. Siblings are not allowed to visit in the classroom during the school day.



## **BREASTFEEDING POLICY**

Parents have the right to breastfeed or provide breastmilk for their infant while in care. Parents are invited to use the rocking chair in the infant room to breastfeed their baby. Office staff can provide an alternate location if needed.



## **VOLUNTEER PROGRAM**

There are many opportunities to volunteer at KOKES! Please check with your child's teacher to see how you could be of assistance in the classroom. Volunteers may be needed to help coordinate the classroom parties, special events, and fund-raising events such as school pictures, book fairs, and Christmas celebration. We also request that parents share part of their family culture or special family activities/interests with the class sometime during the year. Parents may choose to share a special food, book, craft or hobby, anything that might be special to their family. All long-term volunteers must complete a KOKES Application, including a background check, and take a class called *Safeguarding God's Children*.

## **FOOD FROM HOME**

It is stated in the Texas Childcare Licensing Minimum Standards that food brought from home may not be shared with other children. Food which is brought to the school to share with the class on special occasions must be bought at a store or restaurant approved and inspected by the local health authority.

## **PEANUT/NUT FREE SCHOOL**

For some children exposure to peanuts/nuts may cause a life-threatening allergic reaction that requires emergency medical treatment. To reduce the chance of this occurring, we ask that you not send any peanut or nut containing products to school with your child. If your child has eaten peanuts/nuts before coming to school, please be sure your child's hands and face have been thoroughly washed before entering the school.

## **SIGN IN/SIGN OUT**

All full-time parents are required to log-in upon arrival and log-out upon departure using the Smartcare kiosk in the Welcome Center. The teacher will also sign your child in/out when they receive and release your child each day in the classroom. Teachers will sign the part-time children in and out as they receive each child in the drop off /pick up zone at 9:00 a.m. and when they depart at 2:00 p.m. (School Year Only)

## **BIRTHDAY CELEBRATIONS**

The teachers will be happy to cooperate with parents in planning a birthday celebration for each child. Parents may provide a store-bought snack for the class that day. Some possible suggestions are: mini cupcakes, ice cream cups or bars, cookies, donut holes, brownies, or Rice Krispies treats. See the FOOD FROM HOME section on page 12.

**DRESS CODE:** Children should arrive dressed for school and should wear comfortable clothing appropriate for daily activities. Costumes are not allowed unless approved for a special dress up day. Girls may wear dresses to school, but we suggest shorts be worn underneath. We recommend tennis shoes since children play outside daily on playgrounds covered in mulch. Safety on the playground and during active play is a priority. (See Outdoor/Active Play pg.) Flip-flops, dress shoes with high heels, crocs, boots and backless shoes are not allowed. These shoes can be a safety hazard for young children, especially on the playground. Shoes are required once a child enters the one-year classroom. Also, please remember to send jackets, sweaters, hats and gloves when the weather is cold. Please label all clothing and check the lost & found box located in the Welcome Center for lost items. We are not responsible for lost or stolen items, including jewelry. We recommend children not wear jewelry other than earrings. Important: Please send your children in clothing that is easy for them to take off when they go to the restroom. Belts, overalls, tight snaps and lots of buttons are difficult for preschoolers to handle.

#### **NAPTIME**

Children in the Part-time program are not required to take a nap. For the Full-time children, naptime is about 2 hours and begins after lunch. If a child does not go to sleep after resting for one hour the child is allowed to get up and do a quiet activity at the table or on their mat for the second hour. KOKES provides sleeping mats, pillows and blankets. Children 2 and under who have a security blanket/doll may bring it for naptime if needed. Each child enrolled in the 3-4-year PK program will bring a regular sized bath towel for naptime.

Children enrolled in the one and two-year classes will bring a regular sized crib sheet to cover their mat. Pillowcases, towels and crib sheets are sent home every Friday for the parents to wash. Please make sure they are returned on Monday. KOKES will wash our blankets each week.

#### **SAFE SLEEP FOR INFANTS**

KOKES staff follow guidelines indicated in Texas minimum standards for childcare providers regarding safe sleep requirements and restrictions for infants 12 months old or younger. See insert/page 28 for Child Care Safe Sleep Policy. Parents of infants 12 months old or younger will receive a copy of the Safe Sleep Policy, signed by KOKES staff and the parent. A signed copy will remain in the child's file at KOKES. Parents can review information on safe sleep at: <http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

#### **DISCIPLINE**

Children will have their behavior recognized and encouraged through positive reinforcement. If the child's behavior is such that he is harming others, harming the property or distracting others from learning, he/she will be separated from the group for a short period of time and the teacher will talk to the child about his/her behavior. If this same behavior continues the teacher will talk to the parent about the situation. Parental support of the teacher's efforts to correct this behavior is extremely important. If the behavior continues the Head of School will request a conference with the parents and teachers. We will do everything that we can to work with the child, but disobedient, disruptive, aggressive behavior will not be tolerated. If the child is still disrupting the class

after counseling with the administrative staff, the child may be sent home for the day. After counseling with parents, the Head of School will determine the final course of action, which could include expulsion from the program. Please make sure that you sign the Discipline and Guidance Form and return it to the Welcome Center. (This is the green form.)

#### **NUTRITION / HEALTH / SAFETY**

1. **Breakfast:** Breakfast will be served to children arriving 8:00-8:30 a.m. in the 2-4-year classes and 8:00-8:30 in the one-year classes. Infants follow schedule on Infant Care Report.

**PLEASE NOTE:** Children are not allowed to enter the classroom upon arrival with food or drink in their hand.

2. **Snacks:** Snack is served after naptime or at 2:00 p.m.

3. **Lunch:** Lunch will be served to all children between 10:45 and 12:00, depending on their age group. Part-time children may bring their lunch if they do not want to participate in the KOKES lunch program.

4. **Monthly menus** will be sent home to all children. KOKES will follow the state nutritional guide in planning our menu. (Menu also posted monthly on KOKES website)

5. Full-time children should not bring food from home unless they have special dietary needs. Please indicate this on your child's medical form under allergies. In case of special dietary needs, please put a line through the item on the menu that the child is unable to have and send something that day to replace the item. (For example: Replace protein with protein etc.)

#### **HEALTH POLICIES\*\*\***

Parents are not permitted to bring their child to school if they are feverish or show signs of illness. Children will be excluded from care (sent home and/or should remain home) if:

- The illness prevents the child from participating comfortably in normal activities including outside play.
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of other children in care.
- They have specific diseases, symptoms and conditions as listed in The Texas Department of Family and Protective Services Standards for Communicable Diseases for Day Care and Schools.

If a child becomes ill, develops a fever, diarrhea, any contagious illness or begins vomiting while at school, we will contact the parents and request that the child be picked up immediately. Every effort should be made by the parent to pick up their child no later than one hour after being called. The child will not be permitted to return the next day and may only return to school for at least 24 hours from the last occurrence of fever, vomiting or diarrhea – without the aid of medication. Children must feel well enough to participate in normal daily activities of the class, including outside play, to return to school.

\*Children should not attend school on the same day after an appointment where they receive immunizations, especially infants and toddlers that need to be monitored for a potential reaction, onset of fever, increased fussiness or increased fatigue. These symptoms



*KOKES follows The Texas Department of Family and Protective Services Standards for Communicable Diseases for Day Care and Schools and Texas Childcare Licensing minimum standard guidelines. Below is a chart for common illnesses in childcare.*

Condition	Incubation Period	Early Signs of Illness	Exclude from Attendance	Readmission Criteria
Conjunctivitis bacterial and/or viral (Pink Eye)	1-3 days	Pink eyes, with some discharge or crust on eyelids	Yes	Antibiotic Eye drops for 24 hours
Allergic Conjunctivitis		Pink eyes No Discharge	No	
Diarrhea		Watery Stools	Yes After 2 occurrences	24 hrs. after last watery stool
Vomiting			Yes	24 hrs. after last occurrence
Fever		100	Yes	Fever free for at least 24 hrs. (w/o medication)
Hand, Foot and Mouth Disease	3-10 days	Low grade fever, blisters, mouth sores, sore throat, loss of appetite	Yes	Fever free for at least 24 hrs, no open blisters or mouth sores, etc

**KOKES Policy for Conjunctivitis:** Parents will be notified to pick up a child who has a discharge from the eyes or crust around the eyes or eyelids. The child may return to the center with a physician note.

**KOKES Policy for Allergic Conjunctivitis:** Parents will be notified to seek medical attention if the child has pink eyes without discharge or crust. Parents do not have to pick up the child; however, if discharge or crust develops the child must be picked up immediately.

**KOKES Policy for Diarrhea:** A child has diarrhea if he/she has watery stools. Parents will be called if a child has 2 or more watery stools. The child will not be permitted to return the next day and should only return when they have not had diarrhea for more than 24 hours without medication and are well enough to participate in activities.

**KOKES Policy for Vomiting:** Parents will be called to pick up the child after they have vomited once. The child will not be permitted to return the next day and should only return when they have not vomited for more than 24 hours and are well enough to participate.

**KOKES Policy for Fever:** Parents will be called to pick up a child with a tympanic (ear) temperature of 100 degrees or higher. The child may return to the center when fever free for 24 hours without the aid of medication.

**KOKES Policy for Rash:** Parents will be contacted if a child develops a rash or comes to the center with an undetermined rash. We may ask that the child be picked up from school. In some cases, the child may need a physician's note to return. Any known skin conditions, such as eczema, should be listed on the child's enrollment forms and communicated to the child's caregivers. Children should not come to the center if they are experiencing symptoms from an allergic reaction.

**\*\*\*Health policies are subject to change due to emergency orders from state and/or local officials. Health policy changes will be distributed to families as amendments to the current handbook and will be in place until notified.**

## **INJURIES**

Simple first aid will be administered to children for injuries requiring minimal attention. Minor injuries are recorded on an "ouch report" form that is sent home with the child. This information will include how and when the accident happened as well as the treatment or attention that was provided. We will also give you a call to report EVERY injury, no matter how small. For major injuries or illnesses requiring immediate medical attention by a health care professional we will call 911. At the same time, we will contact the child's parents or guardian. If they cannot be reached, an attempt will be made to contact the designated emergency contact person(s). Parents will receive a Licensing Incident Illness Report Form if this procedure is necessary. This form must be signed by the parent and returned to the Welcome Center. The Head of School will follow guidelines for reporting to Childcare Licensing as stated in childcare minimum standards.

## **MEDICATIONS**

If you would like the school to administer a medication to your child, please follow these requirements by the Texas Department of Protective and Regulatory Services.

1. **ALL MEDICATIONS MUST HAVE A LABEL FROM THE PHARMACY OR A NON-PRESCRIPTION DRUG FORM SIGNED BY A PHYSICIAN.** All prescription medications must be in the original container labeled with the child's name, a date, directions and the physician's name. We cannot give a medication with another child's name printed on the label even if it is a brother or sister.
2. Medications are administered only at 11:00 and 3:00. Please take the medication to the Welcome Center to fill out the appropriate form. If the child will only be taking the medication for one day you will sign the "Daily Medication Form". If you would like the child to receive the medication for more than a day you will sign the "Long Term Medication Form" or "As Needed Form". (One medication per form.)
3. Please pick up all medications at the end of the prescribed time. An attempt will be made to return medication to parent/guardian after their prescribed time or after expiration. Any medications left after the prescribed time or expiration will be thrown away. Expired medications cannot be administered and will be discarded.



## **FIRE SAFETY / EVACUATION PLAN / LOCK DOWN**

We are required to conduct monthly fire drills and severe weather drills three times annually. We also practice our lock down procedure. We will talk to the children about the loud sound, which is used as a signal in case of a real fire, and about the procedure for evacuating the building when the alarm sounds.

In case of an emergency in which the church and school property would have to be evacuated, KOKES will evacuate to Crossroads Baptist Church at 8300 Tezel Rd. SAT 78254. The church phone number is 210-681-1911. The teachers and staff would transport the children in their cars if possible. (See pages 21-22 for the KOKES Emergency Preparedness Plan and Campus Maps.)



## **CHILD RELEASE POLICY**

Children will only be released to their parents or to the people listed on the Authorization Form. If parents want someone else to pick up their child other than the people listed on their child's form, please send a note, fill out a form in the Welcome Center or call the school for authorization. At the time of pickup, the Administrator is instructed to view the person's photo ID for verification. We will contact the police if there is concern about releasing a child into an unsafe situation including a custody issue or other adult who appears to be intoxicated (under the influence of drugs or alcohol). KOKES is not responsible for your child after a staff member has released them to the parent or another authorized person. Please do not allow your child to run ahead when going to/from the classroom. Please take hold of your child's hand before leaving the classroom and before leaving the Welcome Center.

## **DROP-OFF / PICK-UP PROCEDURES\* (May be modified due to policy changes)**

(Please refer to the Campus Map on page 22)

1. All Part-time Fall parents will park to drop off and pick up by the PK playground during arrival and departure times (8:50-9:00 and 1:50-2:00). Children should be picked up by 2:00. KOKES is not responsible for your child until they are signed in by the teacher on the parent sign-in/out sheet and released into the care of a staff member by an adult. KOKES is not responsible for your child once they have been released to an authorized adult. Please hold your child's hand when walking to your car. Drop off/Pick up is modified during the Summer Program. Please park and check your child in at the Welcome Center.
2. All Full-time parents should enter the campus through the Welcome Center entrance. Please do not enter the Welcome Center before 6:50am. After you check your child in, you will exit to the right if your child is in the Infant-1-year classes and exit to the left for the 2-4-year classes.
3. When dropping off your child please make the departure as brief as possible. This makes the transition much easier for the child.
4. Full-time parents should drop off their younger child first in the morning and pick up their older child first in the afternoon. We would really appreciate your cooperation in this matter.
5. Some classes will combine in the early morning and in the late evening. Your child's schedule will indicate their location.
6. Parents may park in the designated parking lots.
7. Do not leave children unattended in your car or leave your car running when you are not in the vehicle.



Please do not use arrival and departure times for a long visit or conference with the teacher. A quick daily check-in is permitted. If there is a concern, the teacher will call or write a note in your child's folder. If you have a concern, please write a note or call the teacher and they will get back to you as soon as possible. We want drop-off and pick-up time to be a quick and pleasant experience.

## **HOT / COLD WEATHER POLICY**

We use the *Child Care Weather Watch* as a guide to determine duration for outdoor play. During the summer months, we will limit outdoor play time if the weather becomes unbearably hot. We will make sure that children drink plenty of water. Please dress your child warmly in cold weather. We will go outside if the temperature with wind chill is in a safe zone. On cold days, we will go outside, but we will limit the time as needed. If children are not well enough to go outside, it is best to keep them home for the day.

## **PLAYGROUND USE**

Children are only allowed to play on the playground during their regularly scheduled playground times which are supervised by our KOKES staff. Children are not allowed to play on the playground before class or after they have been released by their teacher. This has been a safety issue in the past and we want to ensure that no one is hurt on our playgrounds. We thank you for your cooperation in this matter.

## **OUTDOOR PLAY & ACTIVE PLAY**

Physical activity and outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space.

KOKES provides children a minimum of two daily opportunities for outdoor play, weather permitting, in which a child makes use of both small and large muscles. Infants engage in outdoor play for an amount of time as tolerated by the infant. Toddlers-PreK ages must engage in a minimum of 60 minutes daily.

Physical activity is built into each classroom schedule (up to 60 minutes for toddlers and 90 minutes for pre-kindergarten ages) through structured and unstructured outdoor playground time, outdoor/indoor motor skills time, and outdoor/indoor music and movement activities. Teachers will include activities in their lesson plans/schedules and provide equipment and materials for a child's use during active play (ex: parachutes, balls, balance beams, scooters/riding toys, obstacle courses, climbing structures, etc). Physical activities indoor: games, music and movement, yoga, and other indoor equipment. Physical activity areas outdoor: playground, activity space in front of building 5, and/or deck/grass area near building 3. In event of extreme weather, daily physical activity will be provided in classrooms.

Children should wear clothing appropriate for physical activity both indoor and outdoor that allows the child to freely and safely participate in physical activities. Clothing should also be appropriate for the season/weather as outdoor activity is required, weather permitting, see hot/cold weather above. Children should wear tennis shoes or sneakers that fit properly and allow the child to run, play and exercise safely! Most activities are on areas with mulch.

## **WATER ACTIVITIES**

During our summer months, children in 2 year – school age classes will have a weekly fun day that may include water play. This water play could include water splash tables, sprinklers, and small wading pools (ages 3 and up). Parents/Guardians will indicate permission for water splash play on the Authorization form (blue form) at registration.

## **SUNSCREEN/INSECT REPELLANT**

Parents/Guardians should provide sunscreen and insect repellant for their child. Sunscreen and insect repellant must be in original packaging and be labeled with child's first and last name. Parents will sign a permission form for the KOKES staff to apply as indicated.

## **BITING**

Biting can sometimes be a common occurrence in the toddler class. Parents will be called if another child bites their child and an "ouch report" will be sent home. The biter's parents will also be informed. Teachers receive training on how to deal with this very normal toddler behavior, but it sometimes takes a while to work with the "biter" before their behavior improves. We ask for your patience and understanding as we work together.

## **POTTY TRAINING**

The teachers in the 2-year class will be happy to work with you when you feel that your child is ready for potty training. It has been our experience that this process is much more successful if only training pants/underwear are used, but we are willing to use a pull-up upon your request. Teachers will provide information to help you with this process. Please send several complete changes of clothes when potty training, include socks and shoes. Soiled clothes will be sent home in a sealed plastic bag. Per childcare licensing, soiled clothes cannot be washed out at the center. Parents will be notified during the day if a child soils their clothes due to a potty accident. We require children in our PreK 3-4 classes be completely potty trained. These classes are not equipped with changing tables.

## **BAD WEATHER/EMERGENCY CLOSURES**

In case of emergency weather conditions or other emergency situations, parents should listen to local TV and/or radio stations for school closings. We will follow the decision made by the Northside Independent School District. KOKES may be required to close for emergency situations as dictated by Childcare Licensing, such as an interruption in utilities/water. Parents will be notified as soon as possible for any emergency closures. In the event of a long-term closure for NISD, the Head of School and the School Board will make a determination on the operating status of KOKES. Short term school closings will not result in a tuition reduction.

## **POLICIES/POLICY CHANGES**

Policies are subject to change due to recommendations from local & state officials and/or due to the needs of the KOKES community. Parents will be informed in writing of any major policy changes. In some cases, parents will be required to sign the change of policy form and return it to the Welcome Center. Parents/Guardians should contact the Head of School by phone or email to discuss any questions or concerns regarding policies and procedures. A conference can be scheduled with the Head of School if necessary.

KOKES staff (Head of School, office staff, and teachers) are permitted to remind parents of the policies and guidelines as needed. Parents/Guardians/Children that continue to disregard KOKES policies will conference with the Head of School. The Head of School retains the right to dis-enroll a child if it is in the best interest of the child or other children at the school.

#### **REPORTING SUSPECTED ABUSE AND/OR NEGLECT**

KOKES staff are committed to the safety and care of the children enrolled in our program. Staff are required to complete annual training in recognizing, preventing, and reporting suspected abuse and/or neglect of a child. We follow the Texas childcare minimum standards for the care of children, screening and training of staff and volunteers, and communicating with parents/families. Staff and volunteers are also required to complete Safeguarding God's Children training through the Episcopal Diocese of West Texas. Information about recognizing and reporting suspected abuse and neglect is posted in the Welcome Center. Training and information regarding the prevention of, recognizing warning signs and factors indicating a child is at risk are also available for parents/guardians. KOKES Administration will invite families to participate in the DWTX Safeguarding God's Children annually and other church sponsored events about child abuse & neglect throughout the year.

To make a report of suspected abuse and/or neglect by phone: 1-800-252-5400. To make a non-urgent report of suspected abuse and/or neglect via the web [www.txabusehotline.org/](http://www.txabusehotline.org/). Families/parents/guardians needing assistance or intervention can seek help in our community by contacting the child abuse hotline, Head of School, Rector of the Church, or their child's teacher.

#### **INSPECTIONS & ACCESSING INFORMATION FOR CHILDCARE REGULATION**

All current inspections are posted in the Welcome Center for you to review. We also have a copy of the Minimum Standard Rules for Licensed Child-Care Centers for you to view in the Welcome Center. You may access this information on line at [www.txchildcaresearch.org](http://www.txchildcaresearch.org). You may also contact the Child-Care Licensing office at 210-337-3399. The Child Abuse Hotline is 1-800-252-5400. Texas Health and Human Services: [www.hhs.texas.gov](http://www.hhs.texas.gov).



#### **PHOTOS**

We love taking pictures of your children enjoying their day at KOKES. We post them on Smartcare app for parents to view, inside and outside the classroom, make photo albums for the children to enjoy in the classroom and sometimes include them in special art projects. We would also like to post pictures of your children on Facebook and use them in other marketing materials to advertise our school. Posting on Smartcare and Facebook

will allow you to see photos more frequently as the children participate in special activities with their class. If you prefer that we not photograph your child or post your child's picture on social media please indicate that on your child's authorization form.

## **SECURITY CAMERAS**

For the safety of the children, staff and visitors, KOKES employs camera surveillance equipment for security purposes. The equipment may or may not be monitored at any time by the Head of School. Surveillance cameras will generally be utilized in classrooms, playgrounds, parking lots, and the front office area where children, employees, and parents come and go. However, it is not possible for surveillance cameras to cover all public areas of the buildings and premises. Cameras will not be installed in private areas such as private offices and restrooms.

## **NEW REQUIREMENTS REGARDING GANG FREE ZONES**

As a result of House Bill 2086 all Child Care Centers are required to provide information about gang-free zones. A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The gang-free zone is within 1000 feet of our school. For further information, you may request a handout from the Welcome Center.

## **IMPORTANT DATES / SCHOOL CLOSURE / HOLIDAYS / STAFF DEVELOPMENT**

KOKES will observe major federal holidays along with Good Friday and Battle of the Flowers in April. This is important time off for our staff to spend away from work with family. The part-time program will follow the NISD calendar for school holidays. Our goal is to limit school closures to minimize the impact to our KOKES families. The annual calendar will be provided to families at the beginning of each school year.

KOKES operates on a 12-month registration, from August to August, which is also broken into a traditional school year and a summer program. It is necessary to include early dismissal and full school closure days to allow KOKES staff/teachers to transition between the summer and school year programs and complete required professional development. The transition time will be used for training, preparing/cleaning classrooms and other building maintenance. Texas Childcare Licensing requires all childcare staff to complete continuing education hours in a number of different categories each year. \*School closings will not result in a tuition reduction. \*The school calendar is subject to change based on the need of the program during the year. Parents will be notified in advance of any changes to the calendar.

## **KOKES Emergency Preparedness Plan**

**(See Campus Map on page 22)**

1. In case of an emergency in which shelter is needed the KOKES staff will relocate the children to the following designated shelter:

**The Episcopal Church of the Holy Spirit**  
**11093 Bandera Rd.**  
**San Antonio, TX 78250**  
**210-314-6729**

or

**Crossroads Baptist Church (Sanctuary)**  
**8300 Tezel Rd.**  
**San Antonio, TX 78254**  
**210-681-1911**

Each teacher will walk her class down the sidewalk, out the gate and down the parking lot to The Episcopal Church of the Holy Spirit. (Building #1) Infants & Younger Ones will be transported in the evacuation cribs. A designated teacher in each classroom will take the attendance clipboard. That teacher will be responsible for checking the attendance record and making sure that each child is accounted for in their class. All personnel will also bring their cell phones to the shelter if possible. The office personnel will be responsible for transporting the First Aid Kit and Children's Record Forms (which include emergency contact numbers and authorization for emergency care for each child in care) to the evacuation site.

**If we have to evacuate the campus we will transport the children in staff vehicles to Crossroads Baptist Church. Staff vehicles do not have car seats.** Except for monthly fire drills, all evacuations will be reported to the local authorities. (EMS, Fire, Licensing, etc.) All parents will be notified by the staff as soon as possible. All children under 24 months of age with limited ability (mental, visual or hearing impaired) will be transported by a specified staff member to the evacuation site.

2. In case of emergency where shelter is not needed all children will evacuate to the parking lot adjacent to the school on the curb next to the dumpster. The attached map indicates routes of evacuation for each class from their classroom to the designated area.
3. In case of severe weather or tornado, the children will be taken to The Episcopal Church of the Holy Spirit and given directions as needed for their safety.
4. **In the event that an unauthorized person is spotted on the premises** all classes will immediately return to their classrooms. The person who has witnessed the unauthorized person will call the office as soon as she has taken the children inside and locked the door. The Administrator in the office at that time will then make an announcement to all the classes on the phone intercom. She will make sure that everyone is in their classrooms and that all of the outside doors are locked. She will call 911.
5. **Procedure for Lock-down:**

Lock the doors and turn off the lights.

Make sure all the blinds are closed and cover the door windows.

Tell the children to be very quiet and take them to the severe weather location on the Emergency Evacuation Diagram located by the door in the classroom.

6. **Communication Phone Numbers:**

Emergency Medical/Fire Services: 911

Law Enforcement: 210- 207-7273/ Main Disp. 210-227-7201

Child Care Licensing: 210-337-3399

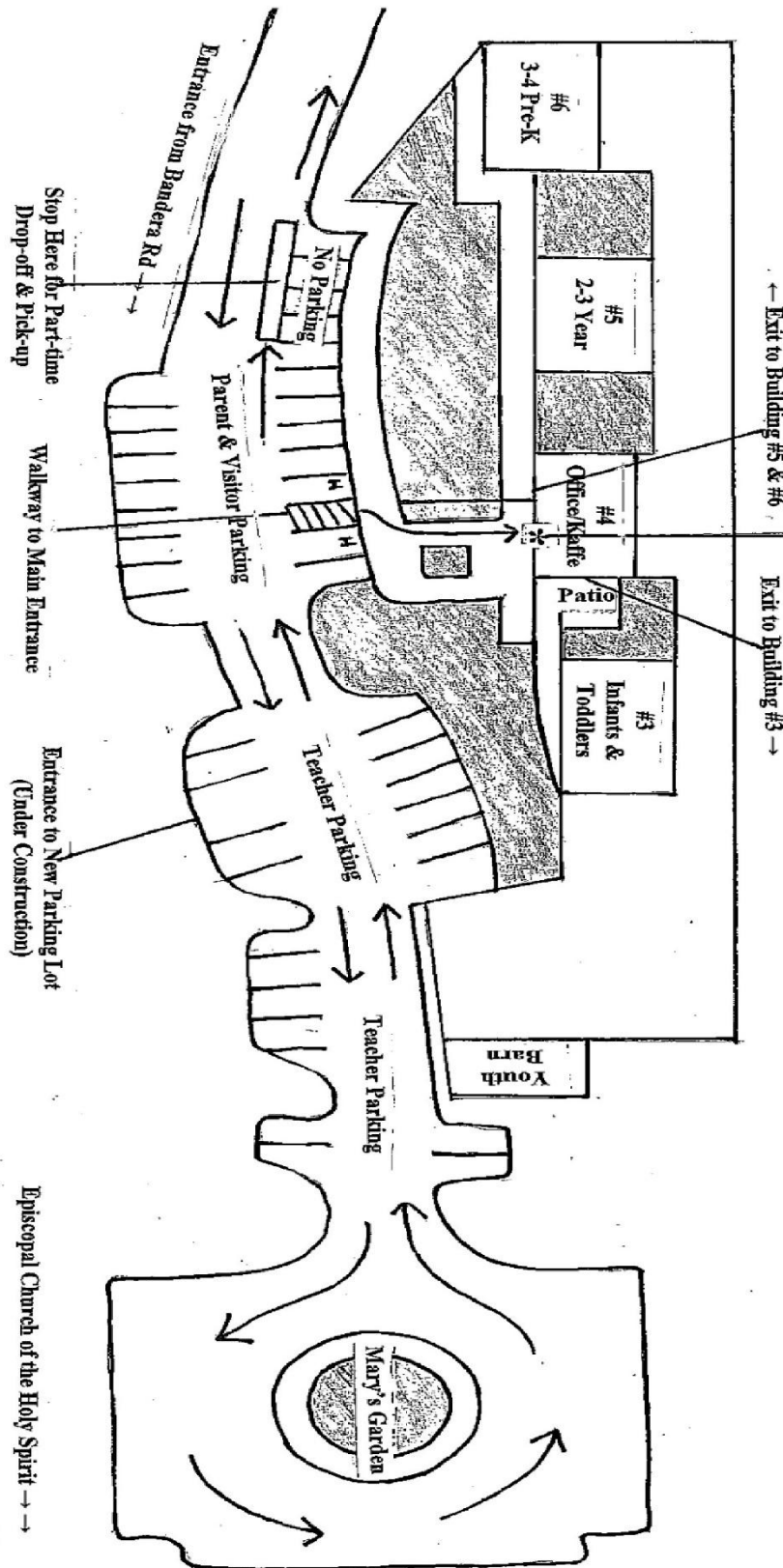
**KOKES emergency phone numbers:**

**KOKES (210)688-9171 or**

**The Episcopal Church of the Holy Spirit (210)314-6729**

**Crossroads Baptist Church**





Lesli Budzinski (210)367-4989 Ashely Moreno (210)708-2225



## Kids of the Kingdom Episcopal School 2021-2022 Important Dates

### **IMPORTANT DATES:**

<b>Nov 22-26</b>	<b>Thanksgiving Holiday Part-time</b>
<b>Nov 25-26</b>	<b>Thanksgiving Holiday Full-time</b>
<b>Nov 24</b>	<b>Early Release: KOKES closes at 2pm*</b>
<b>Dec 20-Dec 31</b>	<b>Christmas Holiday for Part-time</b>
<b>Dec 23-Dec 24</b>	<b>Christmas Holiday for Full-time</b>
<b>Dec 30</b>	<b>Half day for Staff Development: KOKES closes at 12pm</b>
<b>Dec 31</b>	<b>New Year Holiday for Full-time</b>
<b>January 17</b>	<b>Martin Luther King Jr. Day – KOKES Closed</b>
<b>February 21</b>	<b>President's Day – Student Holiday/KOKES Staff Development</b>
<b>March 13-17</b>	<b>Spring Break (Part-time program closed)</b>
<b>April 8</b>	<b>FIESTA City Holiday – KOKES CLOSED</b>
<b>April 15</b>	<b>Good Friday – KOKES CLOSED</b>
<b>May 27</b>	<b>Last Day of the Part-time school year</b>
<b>May 30</b>	<b>Memorial Day – KOKES CLOSED</b>

**Summer program important dates/holidays/workdays for June-August to be announced in early 2022.**

**Calendar is subject to change during the school year. Parents will receive advance notification of any changes.**

**Staff Development has been added throughout the year during times of low attendance to minimize impact to our families. This allows staff time to prepare lessons/activities, clean and organize classrooms, and complete state required professional development.**

**\* 11/24 Staff work day as attendance permits, beginning at 12pm**



# Kids of the Kingdom Episcopal School

## 2021 - 2022 School Calendar



September '21						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October '21						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December '21						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January '22						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April '22						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May '22						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



School Closed/ Holidays

Half Days: November 24 & December 30



Part-Time Program Closed



**Kids of the Kingdom Episcopal School  
at the Episcopal Church of the Holy Spirit  
COVID-19 Policy & Procedure Updates  
May 18, 2020**

**KOKES follows guidelines for schools/childcare centers provided by Texas Department of State Health Services, Childcare Licensing, Centers for Disease Control and Prevention, Metropolitan health district and other state and local officials. We will continue to monitor the ongoing COVID-19 situation and will communicate any changes that may affect KOKES policies, procedures and operating status.**

KOKES is committed to providing a safe and healthy environment. We will continue following the state guidelines for childcare centers to help prevent the spread of any illness as stated in our KOKES Health Policy posted in the Parent Handbook along with enhanced measures recommended and required during COVID. The additional measures are as follows, but not limited to:

- **Children should stay home from school if they show ANY sign of illness.** KOKES staff will conduct Health Screenings, which include temperature checks upon arrival and as needed during the day. (See attached CDC/Childcare Licensing requirements for health screening.) Requirements for exclusion due to ANY illness will be modified during COVID.
- **Frequent and scheduled handwashing** will be required of all staff and children throughout the day: upon entering classroom; before/after each activity: art, centers, playground, etc.; before/after meals; before/after potty or diaper change; etc. Increase to the normal handwashing routines at KOKES.
- **Changes to Physical Environment:** KOKES will intensify all cleaning, sanitization, and disinfection efforts to include, but not limited to, removal of any items that cannot be sanitized after each use, toys are rotated and constantly cleaned/sanitized, hard surfaces cleaned throughout the day, and daily deep cleaning of all surfaces at start/end of the day. All cleaning products meet CDC guidelines for COVID and a professional cleaning service will clean afterhours multiple times per week.
- **Physical Distancing Strategies:** KOKES will adjust activities to limit sharing of items such as toys, belongings, supplies, and equipment. Physical distance strategies include extra spacing between cribs, nap mats, and seating at tables and circle time, and smaller groups at centers. Children will be assigned to small group classrooms that will remain the same each day/week. Teachers will be assigned to specific groups/classrooms. As permitted, groups will not be combined during the day.

KOKES staff will complete ongoing training on health and safety protocols including online COVID training. Staff must follow health policies and will not be permitted to work if they show signs of illness. All staff will sanitize their shoes daily, change clothes/smocks as needed, wear face coverings as required, and follow daily cleaning and handwashing schedule.

**\*These policies are effective immediately and considered an amendment to the current Parent Handbook. Policies are subject to change due to recommendations from local & state officials and/or due to the needs of the KOKES community.**

## **KOKES Health Policies for COVID-19**

KOKES will continue to follow guidelines and recommendations from state and local officials, childcare licensing, and the CDC. We have put measures in place to help maintain a healthy and safe environment for children and staff at KOKES.

### **Arrival Health Screening**

Upon arrival, a health check will be completed on each child. If the child presents with a temperature above normal or signs of a possible illness, the child will be excluded from care. Children will be dropped off at the front door and escorted to class by a member of management or designated staff. Parents and other visitors will be subject to the health screening if entering the facility. Visitors will be limited to essential services only.

### **Illness Exclusion (Per State/CDC guidelines)**

**Children will not be admitted into care if they have any of the following symptoms:**

- Fever or Chills or repeated shaking with chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or Body Aches
- Headache
- Sore throat/Congestion
- New Loss of taste or smell
- Diarrhea
- Nausea/Vomiting
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees
- Other COVID symptoms as updated by the CDC

**\*When children are ill, they must not return to the facility until they are symptom free without medication for 72 hours.**

**\*Parents should contact the KOKES office when their child is not in attendance. KOKES management is required to monitor absences and verify that the child is clear to attend prior to their return.**

**\*If your child is ill and shows signs of COVID-19, contact your Pediatrician for further guidance. If your child is tested for COVID-19 (even with a negative test result), contact your Pediatrician for guidance on returning to school. Parents must contact KOKES prior to returning to school if your child, or anyone in your home, has been tested for COVID. A note will be required.**

**KOKES is required to contact the health department and childcare regulation for every reported COVID case and COVID exposure. The health department provides action to be taken.**

### **Parent Agreement:**

**Parents will immediately notify KOKES management if anyone in the household exhibits COVID symptoms, becomes aware of any person with whom the child/parent has had contact exhibits COVID symptoms, is advised to self-isolate, quarantine, has tested positive, or is presumed positive for COVID-19 or any other infectious illness.**

## **KOKES COVID HEALTH SCREENING/DROP OFF/PICK UP PROCEDURES**

KOKES Staff will conduct the above health assessment upon child's arrival, outside of the Welcome Center. A parent or guardian will be asked health screening questions upon drop off daily. **NOTE: If your child is sick with ANY illness or has been sick in the past 24 hours, or is not feeling well, please do not bring them to school. If anyone in your home is currently sick, with ANY illness, please do not bring your child to school. The guidelines for childcare state that your child must feel well enough to participate in the normal daily activities to attend school. As always, KOKES is committed to providing a safe and healthy environment, but we must work together to help protect our children, families, staff and community. Exclusion time for illness will be modified during COVID. Children must be symptom free for 72 hours before returning to school.**

**KOKES Drop Off Procedure begins at 7:00 a.m.:** Parents/Guardians will need to park, exit your vehicle and bring your child to the front of the Welcome Center to meet KOKES Staff. Staff will immediately conduct a temperature check/health screening outside of the Welcome Center with the parent present. **Parents will need to wear a mask if they need to help with the temperature check (infants-two's).**

Please practice physical distance strategies as you wait to drop off your child. As needed, we will implement a staggered drop off schedule as recommended by the CDC. **If a staff member is not outside, please call the office at 210-688-9171.** Please be patient as we implement these new policies. Staff will be moving about the campus and escorting children to/from classes and may briefly be away from the phone.

**KOKES Pick Up Procedure by 5:30 p.m.:** Parents will need to park and then call the Welcome Center at 210-688-9171. A KOKES staff member will bring your child outside to the front of the Welcome Center. Parents will need to exit their vehicle to greet their child on the sidewalk in front of the Welcome Center. Please practice physical distance strategies while waiting to pick up your child. Staff will be moving about the campus and escorting children to/from classes and may be briefly away from the phone.

**\*Safety First:** Please take your child's hand and walk them to/from the car. Do not allow children to run on the sidewalk near the parking spaces or enter into the parking lot unattended.

**\*These policies are effective immediately and considered an amendment to the current Parent Handbook. Policies are subject to change due to recommendations from local & state officials and/or due to the needs of the KOKES community.**



## **Infant Safe Sleep Policy (Texas Health & Human Services Form 2550)**

All staff, substitute staff, and volunteers at Kids of the Kingdom Episcopal School will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non-full-size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415(b) and §747.2315(b)]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415(b) and §747.2315(b)].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing such as footed pajamas and sleep sacks as an alternative to blankets [§746.2415(b) and §747.2315(b)].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal [§746.2415(b) and §747.2315(b)] or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2401(6) and §747.2315(b)].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health-care professional [§746.2426 and §747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2428 and §747.2328].