

Parent Handbook



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WELCOME

Welcome to Kids Space Learning Center (KSLC)! We are delighted to partner with you in the growth and development of your child. Our mission is to provide a safe, nurturing, and stimulating environment where children can play, learn, and grow while fostering creativity, independence, and kindness.

This handbook outlines important policies, procedures, and expectations. Please read it carefully, and feel free to reach out with any questions.

MISSION STATEMENT

At Kids Space Learning Center, our mission is to provide a safe, nurturing, and inspiring environment where children can learn, grow, and thrive. We believe every child is unique, capable, and full of potential. Through purposeful play, hands-on learning, and strong partnerships with families, we foster curiosity, confidence, and creativity. Together, we prepare children for a lifetime of discovery and success — truly a place *where bright futures take flight*.

LEADERSHIP & ADMINISTRATION

Kids Space Learning Center is owned and operated by Rhonda Edmund and is directed by Malin St.Louis. Together, we are committed to providing a safe, nurturing, and inspiring environment for children, while supporting families with high-quality care and education.

CONTACT INFORMATION

We value open communication with our families. Please use the information below to reach us with questions, updates, or concerns:

Name	Phone Number	Email
Main Office	(281) 575-9495	Info@KidsSpaceLearningCenter.com
Owner/Operator: Rhonda Edmund		REdmund@KidsSpaceLearningCenter.com
Director: Malin St.Louis		AStlouis@KidsSpaceLearningCenter.com
Center Address	Kids Space Learning Center 13900 Beechnut St., Suite A Houston, TX 77083	

For urgent matters, please contact the Director by phone. Non-urgent updates (schedule changes, allergy updates, etc.) may be sent via email.

HOURS OF OPERATION

Our hours of operations are as follows:

- Monday – Friday: 6:00 a.m. – 7:00 p.m.
- Pick-up Reminder: All children must be picked up no later than 7:00 p.m. A late pickup fee of \$1 per minute will be charged for any child picked up after closing. We kindly ask families to plan ahead to avoid these charges.

HOLIDAY CLOSURES & EARLY DISMISSALS

KSLC will be closed or close early on the following days each year:

Early Closings	Holiday Closures
New Year's Eve – 3:00pm	New Year's Day
	Juneteenth
	Independence Day
	Labor Day
	Thanksgiving (Thursday & Friday)
	Christmas Eve, Christmas Day, & Day After Christmas

Note:

- If a holiday falls on a **Saturday**, KSLC will close on the **Friday before**.
- If a holiday falls on a **Sunday**, KSLC will close on the **Monday after**.

ENROLLMENT REQUIREMENTS

To enroll your child, parents/guardians must provide:

- Completed enrollment forms
- Current immunization records (as required by Texas state law)
- Emergency contact information
- Documentation of any allergies or medical conditions
- Signed acknowledgement of this Parent Handbook

TUITION & PAYMENTS

Tuition is due on the first day of each week or month (depending on payment plan).

- Late payments will incur a fee of \$15 for each day payment is late.
- A \$30 fee will be charged for each check returned due to insufficient funds or any other reason.
- Consistent late payment or returned checks may result in suspension of services.
- A late pickup fee of **\$1 per minute** will be charged for any child picked up after closing hours. While we recognize that unexpected situations may arise, this fee helps ensure fairness to our staff, who also have families and responsibilities at the end of the day. To respect their time and support smooth daily operations, we ask that families make every effort to arrive before closing. Fees may be paid at pickup or added to the next billing statement.

PARENT RESPONSIBILITIES

Parents/guardians are expected to:

- Ensure children arrive on time and are picked up promptly.
- Keep contact, emergency, and authorized pick-up information current.
- Report all known allergies or medical conditions in writing before enrollment and update KSLC if changes occur.
- Provide appropriate clothing and supplies for daily activities.
- Support KSLC policies to ensure a safe and positive environment for all children.

HEALTH & SAFETY POLICIES

The health and safety of our children and staff is our highest priority.

- Children must not be brought to the center if they have:
 - Fever (100.4°F or higher)
 - Vomiting or diarrhea
 - Contagious illness (e.g., strep throat, flu, conjunctivitis)
- Children must be fever-free for 24 hours without medication before returning.

- If a child becomes ill during the day, parents will be contacted immediately to pick up the child.
- All medications must be provided in the original container with clear instructions and authorization.

MEALS & SNACKS

- KSLC provides balanced meals and snacks in accordance with nutritional guidelines.
- Parents should notify the center of any food allergies.
- Outside food is not permitted unless authorized for medical or cultural reasons.

DISCIPLINE POLICY

We use positive guidance and redirection strategies to encourage appropriate behavior. KSLC does not use corporal punishment or harsh discipline.

Our goals are to:

- Help children learn self-control
- Teach problem-solving and respect for others
- Create a safe and supportive learning environment

EMERGENCY PROCEDURES

In the event of an emergency:

- Parents will be notified as soon as it is safe to do so.
- Emergency evacuation plans are posted in each classroom.
- Fire and safety drills are conducted regularly in accordance with state and local requirements.
- If we are unable to return to the building, children will be safely relocated to the Taylor High School parking lot, where parents or authorized guardians can pick them up.

CLOTHING & FOOTWEAR

To ensure safety and comfort, children should come to KSLC dressed in clothing suitable for active play and learning.

- Shoes must fit securely on the child's feet.
- For safety, **lace-up shoes are not permitted**. Shoes with Velcro straps, or slip-on designs are recommended for children under the age of 5 years old.

- Closed-toe shoes are required; open-toed sandals, crocs, flip-flops, or shoes with wheels are not allowed.
- Extra sets of clothing (including socks and underwear) should be kept at the center in case of spills or accidents.
- Please label all clothing and personal items with your child's name.

BLANKETS & BEDDING

To ensure a safe and healthy environment, each child may bring a blanket for rest time.

- Blankets must be taken home at the end of each week.
- Parents/guardians are responsible for washing the blanket and returning it clean when the child returns to KSLC.
- All blankets should be clearly labeled with the child's name.
- KSLC reserves the right to send home blankets more frequently if they become soiled during the week.

DIAPERS & WIPES

For children who are not yet toilet trained:

- Parents/guardians must provide an adequate supply of disposable diapers for their child.
- All diapers must be labeled with the child's name or kept in a labeled container/bag.
- KSLC will provide wipes for diaper changes.
- Staff will notify parents when the child's diaper supply is running low. Parents are expected to replenish diapers promptly to ensure their child's needs are met.

AUTHORIZED PICK-UP POLICY

For the safety of every child, only parents/guardians and individuals listed on the child's enrollment form as **authorized to pick up** will be allowed to remove a child from KSLC.

- **Identification Required:** Anyone other than the parent/guardian must show a valid photo ID at the time of pick-up. Staff will verify that the name matches the child's authorized pick-up list.
- **Written Updates:** Parents must provide an updated form if they wish to add or remove individuals from their child's authorized pick-up list.
- **Emergency Pick-Up:** In the event of an emergency, parents may call the Director to provide verbal authorization for an alternate pick-up. A photo ID will still be required.
- **No Exceptions:** For the safety of the children, staff cannot release a child to anyone who is not on the authorized list without prior written or verbal consent from the parent/guardian.

SOCIAL MEDIA & PHOTO RELEASE

At KSLC, we love capturing the joy, curiosity, and creativity that happen in our classrooms each day. From time to time, staff may take photographs or short videos of the children during activities, events, and special moments. These images help us celebrate our community and share the wonderful experiences the children are having.

- **Where We Share:** Photos and videos may appear in KSLC newsletters, classroom updates, our official website, and KSLC's social media accounts.
- **Privacy First:** Children's last names or personal details will never be posted online. We take care to share images in a way that highlights the spirit of learning while protecting every child's privacy.
- **Parent Permission:** As part of enrollment, parents and guardians are asked to sign the *KSLC Social Media & Photo Release Form*, which gives us permission to share these joyful moments.

At Kids Space, we believe these glimpses help parents feel connected to their child's day and allow our broader community to see the magic of learning in action.

MANDATORY REPORTING OF CHILD ABUSE & NEGLECT

KSLC is committed to the protection and well-being of every child in our care.

By Texas state law, all staff members are mandated reporters. Any suspected cases of child abuse or neglect must be reported immediately to Child Protective Services (CPS). If a child discloses abuse or neglect, KSLC staff are required by law to report it, regardless of personal judgment. Reports are made to ensure the safety of the child and compliance with the law.

COMMUNICATION

We believe in strong partnerships with families. Communication will occur through:

- Parent-teacher conferences
- Daily notes
- Bright Wheel

Parents are encouraged to speak with teachers or administrators regarding concerns, suggestions, or feedback.

ENROLLMENT FORMS

The following forms are required for your child's enrollment at **KSLC**.

Please complete all forms and return them to KSLC on or before your child's first day of enrollment.

- Handbook Acknowledgement & Signature Form
- Authorized Pickup Form
- Allergies Form
- Medical Conditions Form
- Medical Authorization & Liability Waiver
- Social Media & Photo Release Form

Incomplete paperwork may delay your child's start date, as all forms must be on file to ensure their safety and well-being.

HANDBOOK ACKNOWLEDGEMENT & SIGNATURE FORM

I have read and understand the policies outlined in the KSLC Parent Handbook. I agree to abide by the policies and procedures, and I understand that KSLC may update policies as needed to remain compliant with state regulations.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____

AUTHORIZED PICK-UP FORM

Child's Name: _____ Date of Birth: _____

Child's Name: _____ Date of Birth: _____

Child's Name: _____ Date of Birth: _____

I authorize the following individuals to pick up my child(ren) from KSLC. I understand that each authorized person must present a valid photo ID at the time of pick-up.

Name of Authorized Person(s)	Relationship to Child	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

ALLERGY INFORMATION FORM

Note: A separate form **must** be completed for each child enrolled at KSLC

☐ My child has **no known allergies** at this time. I understand it is my responsibility to notify KSLC immediately if this changes.

☐ My child **has known allergies**, and I have completed the appropriate sections below to the best of my knowledge, providing all relevant information. I understand that if an EpiPen is administered to my child, **911 will be called immediately**. Emergency medical services will evaluate my child, even if symptoms improve after administration, and I will be notified right away.

I affirm that this form is accurate and complete, and I will update KSLC immediately if new information arises or if my child's medical needs change.

Child's Full Name: _____

Child's Date of Birth: _____

Parent/Guardian Name(s): _____

Parent/Guardian Signature: _____

Food Allergies: (examples: nut, shellfish, gluten, etc.)		
☐ Yes ☐ No If yes, please specify below	Reaction	Required Action Plan:
☐ Consumption ☐ Contact ☐ Both	☐ Hives/Rash ☐ Swelling (lips, face, tongue, etc.) ☐ Difficulty breathing/wheezing ☐ Stomach (nausea, vomiting, etc.) ☐ Other (specify): _____	☐ Avoidance Only ☐ EpiPen required on file* ☐ Other (specify): _____
☐ Consumption ☐ Contact ☐ Both	☐ Hives/Rash ☐ Swelling (lips, face, tongue, etc.) ☐ Difficulty breathing/wheezing ☐ Stomach (nausea, vomiting, etc.) ☐ Other (specify): _____	☐ Avoidance Only ☐ EpiPen required on file* ☐ Other (specify): _____
☐ Consumption ☐ Contact ☐ Both	☐ Hives/Rash ☐ Swelling (lips, face, tongue, etc.) ☐ Difficulty breathing/wheezing ☐ Stomach (nausea, vomiting, etc.) ☐ Other (specify): _____	☐ Avoidance Only ☐ EpiPen required on file* ☐ Other (specify): _____

Medication Allergies: (examples: penicillin, amoxicillin, ibuprofen, acetaminophen, etc.)		
☐ Yes ☐ No If yes, please specify below	Reaction	Required Action Plan
	☐ Hives/Rash ☐ Swelling (lips, face, tongue, etc.) ☐ Difficulty breathing/wheezing ☐ Stomach (nausea, vomiting, etc.) ☐ Other (specify): _____ _____	☐ Avoidance Only ☐ EpiPen required on file* ☐ Other (specify): _____ _____
	☐ Hives/Rash ☐ Swelling (lips, face, tongue, etc.) ☐ Difficulty breathing/wheezing ☐ Stomach (nausea, vomiting, etc.) ☐ Other (specify): _____ _____	☐ Avoidance Only ☐ EpiPen required on file* ☐ Other (specify): _____ _____
	☐ Hives/Rash ☐ Swelling (lips, face, tongue, etc.) ☐ Difficulty breathing/wheezing ☐ Stomach (nausea, vomiting, etc.) ☐ Other (specify): _____ _____	☐ Avoidance Only ☐ EpiPen required on file* ☐ Other (specify): _____ _____

Environmental: (examples: bee stings, mosquito bites, pollen, animal dander, dust, mold, etc.)		
☐ Yes ☐ No If yes, please specify below	Reaction	Required Action Plan
	☐ Hives/Rash ☐ Swelling (lips, face, tongue, etc.) ☐ Difficulty breathing/wheezing ☐ Stomach (nausea, vomiting, etc.) ☐ Other (specify): _____ _____	☐ Avoidance Only ☐ EpiPen required on file* ☐ Other (specify): _____ _____
	☐ Hives/Rash ☐ Swelling (lips, face, tongue, etc.) ☐ Difficulty breathing/wheezing ☐ Stomach (nausea, vomiting) ☐ Other (specify): _____ _____	☐ Avoidance Only ☐ EpiPen required on file* ☐ Other (specify): _____ _____
	☐ Hives/Rash ☐ Swelling (lips, face, tongue, etc.) ☐ Difficulty breathing/wheezing ☐ Stomach (nausea, vomiting, etc.) ☐ Other (specify): _____ _____	☐ Avoidance Only ☐ EpiPen required on file* ☐ Other (specify): _____ _____

MEDICAL CONDITIONS FORM

Note: A separate form must be completed for each child enrolled at KSLC.

☐ My child has **no known medical conditions** at this time. I understand it is my responsibility to notify KSLC immediately if this changes.

☐ My child has the following **known medical conditions**. I have completed the appropriate sections to the best of my knowledge and have disclosed all relevant information.

Condition	Medication Name (if required)	Dosage	Schedule

I affirm that this form is accurate and complete, and I will update KSLC immediately if new information arises or if my child's medical needs change.

Physician's Name: _____

Physician's Phone Number: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

MEDICAL AUTHORIZATION & LIABILITY WAIVER

I hereby authorize the staff of Kids Space Learning Center, LLC (KSLC) to administer prescribed medications and provide necessary first aid or emergency care to my child in the event of illness, injury, or an allergic reaction.

If further medical attention is required, I authorize KSLC staff to contact emergency services (911) and/or transport my child to the nearest hospital. I understand that every effort will be made to contact me immediately.

I acknowledge that KSLC staff will act in good faith and to the best of their ability to protect the health and safety of my child. By signing below, I agree not to hold Kids Space Learning Center, LLC, its owners, staff, volunteers, or representatives liable for any injury, illness, or outcome resulting from the good-faith administration of medication, first aid, or emergency medical treatment.

Child's Name: _____

Child's Name: _____

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

SOCIAL MEDIA & PHOTO RELEASE FORM

At KSLC (KSLC), we love capturing the joy and learning that happen each day. Photos and short videos allow us to celebrate children's growth, share classroom highlights with families, and show the magic of learning in our community.

By signing below, you give permission for KSLC staff to take and share photographs or videos of your child in the following ways:

- KSLC's newsletters and classroom updates
- KSLC's official website
- KSLC's social media accounts (e.g., Facebook, Instagram)
- Printed materials that highlight our programs and activities

Our Promise to Families

- Your child's last name or personal details will **never** be shared publicly.
- Images will always be used in a respectful, positive way.
- Media is shared only to highlight activities, celebrate accomplishments, and strengthen our community connection.

Consent & Acknowledgement

I understand and agree that photographs and videos of my child may be used as described above while they are enrolled at KSLC.

Child's Name: _____

Child's Name: _____

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____