

PARENT HANDBOOK



KIDS SPACE
Learning Center

Learn. Grow. Shine.

13900 Beechnut St., Suite A, Houston, Texas 77083 | (281) 575-9495 | www.KidsSpaceLC.com

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KSLC reserves the right to update policies as necessary to maintain compliance with state regulations.

A WELCOME FROM LEADERSHIP

Dear Families,

Welcome to Kids Space Learning Center (KSLC).

We are honored that you have chosen KSLC to be part of your child's early learning journey. Our team is deeply committed to providing a caring, engaging environment where children feel valued, supported, and inspired to explore the world around them.

At Kids Space Learning Center, we believe that early childhood is a powerful time of growth and discovery. Through thoughtfully designed learning experiences, caring relationships, and strong partnerships with families, we strive to create a community where every child is supported and able to thrive.

This handbook was created to help guide our shared expectations and provide helpful information about our policies, procedures, and programs. While it outlines important details about daily operations, it also reflects our commitment to transparency, communication, and collaboration with the families we serve.

We look forward to partnering with you and celebrating each milestone, big and small, as your child learns, grows, and shines.

Warmly,

Rhonda Edmund

Owner / Operator

Malin St. Louis

Director

Kids Space Learning Center

Learn. Grow. Shine.

FAMILY QUICK GUIDE

While the Parent Handbook provides full details about our policies and procedures, the quick guide below highlights a few of the most important daily policies for families.

Hours of Operation

Monday – Friday

6:00 AM – 7:00 PM

Late Pick-Up Policy

Children must be picked up by **7:00 PM**.

A late fee of **\$1 per minute** will be charged for pick-ups after closing.

Absences

Please notify the center **by 9:00 AM** if your child will be absent.

Illness Policy

Children must be **fever-free for 24 hours without medication** before returning to the center.

Authorized Pick-Up

Only individuals listed on your child's **authorized pick-up list** may pick up your child. A valid photo ID is required.

Tuition Reminder

Tuition is based on **enrollment, not attendance**, and is due according to your selected payment schedule.

For complete details on all policies, please refer to the full **KSLC Parent Handbook**.

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PARENT HANDBOOK OVERVIEW

This Parent Handbook provides important information about our policies, procedures, and daily operations. It is designed to help families understand our expectations and support consistency, safety, and strong communication between families and our team.

Please review this handbook carefully and keep it for future reference. If you have any questions, our leadership team is always available to assist you.

We look forward to partnering with your family and supporting your child's early learning journey every step of the way.

KSLC reserves the right to update policies as necessary to remain compliant with state licensing requirements or operational needs. Families will be notified of significant policy updates through written notice via Brightwheel or email.

MISSION STATEMENT

At Kids Space Learning Center, our mission is to provide a safe, nurturing, and academically enriching environment where children develop confidence, curiosity, and a strong foundation for future learning. We believe every child is unique, capable, and filled with potential. Through intentional, play-based learning aligned with the Texas Early Learning Guidelines, we cultivate creativity, critical thinking, and strong social-emotional foundations.

In partnership with families, we support each child's development with purpose, care, and high expectations, preparing them not only for kindergarten, but for a lifelong journey of learning, confidence, and discovery.

ABOUT KIDS SPACE LEARNING CENTER

Kids Space Learning Center (KSLC) is a licensed early childhood education center located in Houston, Texas. We provide high-quality care and early learning experiences for children in a safe, nurturing, and engaging environment.

Our program combines structured learning, purposeful play, and meaningful collaboration with families to support the development of the whole child. Through developmentally appropriate activities and

intentional teaching practices aligned with the Texas Early Learning Guidelines, children build the foundational skills needed for school readiness and lifelong success.

At KSLC, we believe children thrive when they feel valued, respected, and encouraged to explore the world around them.

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 creating a safe, nurturing, and inspiring environment where children feel confident exploring, learning, and building meaningful connections.

Kids Space Learning Center is licensed by the Texas Health and Human Services Child Care Regulation Division and operates in compliance with all state standards.

A copy of the center's most recent licensing inspection report is available for review upon request or through the Texas Health and Human Services Child Care Regulation website.

CURRICULUM & LEARNING APPROACH

KSLC utilizes a structured, play-based curriculum aligned with the Texas Early Learning Guidelines and grounded in developmentally appropriate practices.

Our program supports development across:

- Language & Literacy
- Early Mathematics & Cognitive Skills
- Science & Discovery
- Social-Emotional Development
- Fine & Gross Motor Skills
- Creative Expression

Instructional planning is guided by ongoing classroom observations and developmental assessments, allowing teachers to adapt activities to support each child's individual development.

OPERATIONS & ENROLLMENT

This section outlines the procedures related to enrollment, tuition, hours of operation, and other administrative policies that support the daily operations of Kids Space Learning Center. These policies help maintain consistency, fairness, and a smooth experience for families and staff.

Enrollment

To enroll your child, parents/guardians must provide:

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

Tuition & Payments

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

- Tuition is still required even if your child will not be attending for the week. Your weekly tuition secures your child's enrolled spot and ensures we can maintain consistent staffing, quality care, and smooth daily operations for all families.
- 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.
- Repeated late payment or returned checks may result in suspension of services. KSLC reserves the right to terminate enrollment for repeated policy violations, non-payment, or circumstances that prevent the center from meeting a child's needs safely and effectively.
- 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. Late fees may be paid at pickup or added to the next billing statement at the discretion of administration.

Program Participation

Kids Space Learning Center reserves the right to refuse or discontinue services if a child's needs cannot be safely met within the center's staffing structure, supervision requirements, or program environment. Our goal is always to work collaboratively with families to support each child's success; however, the safety and well-being of all children and staff must remain our highest priority.

Hours of Operation

Our hours of operation 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 observes the following holidays and scheduled closures each year:

- New Year's Day
- Martin Luther King Jr. Day
- **Good Friday ***
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving (Thursday & Friday)
- Christmas Eve
- Christmas Day
- **New Year's Eve ***

***Early Dismissal at 1 p.m.**

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**.

FAMILY RESPONSIBILITIES

Strong partnerships between families and the center help create a positive and supportive environment for every child. The following expectations help ensure clear communication, consistency, and shared responsibility for each child's well-being and success.

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.

Attendance & Absences

Families must notify the center by 9:00 AM if their child will be absent.

Tuition is based on enrollment, not attendance; therefore, payment is required regardless of absences.

Extended absences of more than 14 consecutive days require written communication with administration to maintain enrollment.

Authorized Pick-up & Release 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.

HEALTH & SAFETY POLICIES

The health and safety of every child at KSLC is our highest priority. The following policies outline the procedures we follow to maintain a safe, healthy, and supportive environment for all children and staff.

Illness Policy

- 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), or any illness requiring exclusion under state licensing guidelines.
- 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.
- KSLC reserves the right to exclude a child from care if symptoms prevent participation in daily activities or require staff to provide care beyond routine supervision.

Medication Administration

- A completed medication authorization form signed by the parent/guardian is required before any medication can be administered.
- All medications must be provided in the original container with clear instructions and authorization.
- Medications will be stored securely and administered in accordance with state licensing guidelines.

Diapers, Wipes & Personal Care Supplies

For children who are not 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.

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 discouraged**. Shoes with Velcro straps or slip-on designs are recommended for children under age 5.
- 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. Rest time is part of our daily schedule as required by state licensing standards.

- 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.

Technology & Screen Time

At Kids Space Learning Center, technology is used intentionally and in limited amounts.

Screen time is limited to educational purposes, is age-appropriate, and is always supervised by staff. It does not exceed 30 minutes per day and is not a substitute for active learning, play, or social interaction.

Our program prioritizes hands-on exploration, literacy, movement, and peer engagement as the foundation of early childhood development.

Mandatory Reporting of Child Abuse & Neglect

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

In accordance with Texas law, all KSLC staff members are mandated reporters and are required to report any suspected abuse or neglect immediately to the Texas Department of Family and Protective Services (DFPS).

Reports are made based on reasonable suspicion and do not require proof or personal investigation. If a child discloses abuse or neglect, staff are legally obligated to report the information promptly and in accordance with state guidelines.

Staff receive annual training on recognizing and responding to signs of abuse and neglect. All reports are handled confidentially and in compliance with applicable laws to ensure the safety of the child.

NUTRITION

Healthy nutrition supports children's growth, development, and daily learning. KSLC participates in programs and follows guidelines designed to provide balanced meals and accommodate children's dietary needs whenever possible.

Meals & Snacks

KSLC participates in the Child and Adult Care Food Program (CACFP) to ensure meals meet federal nutritional standards.

Menus operate on a weekly rotation and are posted for families in advance.

Documented food allergies and medically necessary dietary restrictions will be accommodated with appropriate documentation from a healthcare provider.

Outside food is not permitted unless authorized for medical or cultural reasons.

CHILD DEVELOPMENT

At KSLC, we support the whole child through positive guidance, observation, and developmentally appropriate practices. The following policies describe how we encourage positive behavior, monitor development, and support every child's growth.

Discipline Policy

We use positive guidance and redirection strategies to support children's social-emotional development and 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

Child Development & Assessment

Kids Space Learning Center conducts age-appropriate developmental screenings within 45 days of enrollment and at least annually thereafter.

Teachers conduct ongoing observations and curriculum-based assessments to better understand each child's development in language, cognitive, physical, and social-emotional domains.

Screening results are shared with families. If additional support is recommended, we collaborate with families and community agencies to provide referrals and early intervention resources when appropriate.

Inclusion & Cultural Responsiveness

KSLC is committed to serving children of diverse backgrounds, languages, and abilities.

We respect each family's home language and cultural traditions. Classroom materials and activities reflect diverse cultures and experiences.

We collaborate with families and community agencies to support children with disabilities or developmental differences and provide reasonable accommodations whenever possible.

Families will be engaged in collaborative planning to ensure appropriate supports are implemented effectively.

KSLC does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in the administration of its programs.

FAMILY PARTNERSHIP

We believe strong partnerships between families and educators are essential to supporting each child's learning and development. The following policies outline the ways KSLC partners with families to support learning, communication, and engagement.

Communication

We believe in strong partnerships with families. Communication occurs through:

- Parent-teacher conferences

- Daily notes
- Brightwheel

Families are encouraged to speak with teachers or administrators at any time with questions, concerns, or suggestions.

Family Feedback & Partnership

KSLC values open and respectful communication. Families are encouraged to share feedback, concerns, or suggestions at any time.

Feedback opportunities include:

- Direct communication with classroom teachers
- Scheduled conferences
- Parent surveys
- Meetings with administration upon request.

Our goal is collaborative problem-solving in support of every child's success.

Parent Concerns & Resolution Process

KSLC values open and respectful communication with families. If a concern arises, we encourage parents to address it promptly so it can be resolved in a supportive and collaborative manner.

Families are encouraged to follow this process when concerns occur:

- Speak first with your child's classroom teacher when the concern relates to classroom activities or daily routines.
- If the concern is not resolved, parents may contact the Director to discuss the matter further.
- If additional review is needed, families may request to speak with the Owner/Operator.

Our goal is always to work together with families to find solutions that support the well-being and success of every child.

Family Engagement

KSLC encourages family involvement throughout the year. Opportunities may include classroom celebrations, literacy events, cultural activities, and special programs.

We value family traditions and welcome participation when appropriate to enrich our learning community.

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.

Photos will only be taken in group settings or during classroom activities and will never be used in a manner that identifies a child's personal information.

- **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.
- Families who choose not to grant photo permission will have their preferences respected and documented in their child's file.

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.

SAFETY OPERATIONS

Preparedness and clear procedures are essential for maintaining a safe environment for children and staff. The following information outlines KSLC's emergency procedures and safety practices.

Emergency Procedures

KSLC maintains emergency preparedness procedures designed to protect everyone in our care.

In the event of an emergency:

- Parents will be notified as soon as it is safe to do so. Notification may occur via phone, Brightwheel, or email, depending on the nature of the emergency.

- 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 our designated evacuation site at Taylor High School, located at 7555 Howell Sugarland Rd, Houston, TX 77083. Parents or authorized guardians may pick up their child from that location.
- Staff will remain with children at all times until they are safely released to a parent or authorized pick-up person.

Emergency Preparedness

We conduct regular safety drills—including fire, severe weather, and lockdown drills—so that children and staff are prepared to respond calmly and safely in any emergency situation.

Emergency Closures

In the event of severe weather, natural disasters, or other emergencies, Kids Space Learning Center will follow all applicable local and state emergency guidelines.

If severe weather is expected in the area, families are encouraged to monitor local radio and television stations for updates. If Alief Independent School District (Alief ISD) announces a closure or early dismissal due to weather conditions, Kids Space Learning Center will follow the same schedule.

If conditions worsen during the day, families may be asked to pick up their child early. Notification of closures or schedule changes will be communicated through Brightwheel, phone, or email to ensure the safety of children, families, and staff.

Because staffing, facility, and operational costs continue during emergency closures, tuition remains due for scheduled enrollment days even if the center must close due to weather or other emergencies.

ADMINISTRATIVE INFORMATION

The following information provides key contact details and guidance for communicating with KSLC leadership and administrative staff.

Contact Information

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

Main Office

(281) 575-9495

Info@KidsSpaceLC.com

13900 Beechnut St., Suite A

Houston, TX 77083

Owner/Operator

Rhonda Edmund

(281) 701-0432

REdmund@KidsSpaceLC.com

Director

Malin St. Louis

AStlouis@KidsSpaceLC.com

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

Confidentiality & Child Records

Kids Space Learning Center respects the privacy of every child and family enrolled in our program. All personal information, enrollment records, and developmental information are maintained in accordance with applicable privacy and licensing guidelines.

Children's records are kept confidential and are accessible only to authorized staff, licensing representatives, and the child's parent or legal guardian.

Information about a child may only be shared with outside professionals (such as healthcare providers or early intervention specialists) with written consent from the parent or guardian, except where disclosure is required by law.

KSLC takes appropriate measures to protect the confidentiality of all family information and records maintained by the center.

REQUIRED FORMS

To ensure the safety of children and compliance with state regulations, certain forms must be completed prior to a child's first day of attendance. The following section outlines the required enrollment documentation.

Enrollment Forms

All enrollment documents are completed electronically through our online enrollment system.

The following forms are included in the Enrollment Packet and must be submitted prior to your child's first day:

- Admission Information
- Parent Enrollment Agreement
- Photo Release Authorization

In addition, the Food Program Form (CACFP) is required for all enrolled families and must be completed separately, even if you believe it does not apply to your household.

Enrollment is not considered complete until all required electronic forms, including the Food Program Form, have been submitted.

Incomplete documentation may delay your child's start date, as all required forms must be on file to ensure compliance, safety, and participation in federal meal programs.

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.

KSLC reserves the right to update policies and procedures as necessary. Families will be notified of significant changes in writing.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____

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