

Ray & Ryan Enterprises LLC

Welcome to Kings Kids!

Welcome to Kings Kids Daycare & Learning Center. We are honored that you have entrusted us with the care, development, and well-being of your child. At Kings Kids, we believe early childhood is a critical foundation for lifelong learning, character, and confidence. Our goal is to partner with families to provide a safe, nurturing, and enriching environment where every child can thrive.

Our Mission

The mission of Kings Kids Daycare & Learning Center is to provide high-quality, developmentally appropriate early childhood education in a safe, loving, and structured environment. We are committed to supporting the whole child—academically, socially, emotionally, and physically—while fostering a lifelong love of learning and strong family partnerships.

Our Core Values

At Kings Kids, our work is guided by the following values:

- **Safety First – We prioritize the health, safety, and well-being of every child at all times.**
- **Excellence in Education – We provide intentional, age-appropriate learning experiences that promote growth and school readiness.**
- **Respect & Inclusion – We honor each child and family with dignity, respect, and cultural sensitivity.**
- **Integrity & Accountability – We operate with professionalism, transparency, and adherence to all licensing and regulatory standards.**
- **Family Partnership – We believe children succeed best when families and educators work together in open communication and trust.**
- **Love & Leadership – We model kindness, responsibility, and positive leadership in all interactions.**

We look forward to building a strong, supportive relationship with your family and creating a positive early learning experience for your child.

Revised Jan 2026

Center Hours of Operation

First Shift: 6:00am – 5:30pm

Second Shift: 2:00-12:00am

Mothers Morning Out 7:30am – 12:00pm (must be picked up by nap)

Afterschool program 2:00pm-5:30pm

Holiday and Closings 2025-2026 Academic Year

HOLIDAYS

1. January 19h- MLK DAY
2. February 16th- Professional Development Day
3. March 16-20h – ACS Spring Break
4. May 25th- Memorial Day
5. June 19th – Juneteenth
6. June 29-July 3rd Independence Day/Summer Break
7. August Professional Development State Mandated Training TBA
8. September 7th - Labor Day
9. October 16– 17th – ACS Fall Break
10. November 25th-November 27th- Thanksgiving Break
11. December 21-25th Christmas Break
12. December 30-Jan 1st New Years Break

*** New academic calendar will be given by Jan 15th of each year. Theses dates are subjected to change and more dates can be added.*

Staff

Our staff consist of Directors, Childcare Providers, Preschool Teachers, Teachers AID, and Food Service Providers.

All Center employees must receive a Child Abuse/Neglect (ca/n) background clearance through the Department of Human Resources (DHR); as well as a criminal background check conducted through the Federal Bureau of Investigations (FBI) and the Alabama Bureau of Investigations (ABI).

Medical Physical Clearance and TB Skin test are conducted prior to employment.

We conduct on-going training to ensure the best quality care and teaching, going beyond the standard Healthy and Safety training.

Some of our trainings include but not limited to:

- Administration of Medicine
- Building and physical premises safety
- CPR & First Aid (infants & adults)
- Emergency Preparedness and Response Planning
- Handling and Storage of Hazardous Materials
- Prevention and Control of Infectious Diseases
- Prevention and Response Emergencies
- Prevention and Safe Sleep Practices
- Prevention of Shaken Baby Syndrome and Abuse
- State of Alabama Mandatory Reporting of Child Abuse

Licensing

Please visit the link provided to view state licensing requirements https://dhr.alabama.gov/wp-content/uploads/2021/06/PROPOSED-Centers-Child-Care-Licensing-and-Performance-Standards-8-26-21.pdf

Alabama Staars

Alabama Quality STARS is a quality rating and improvement system (QRIS) that awards STAR ratings to early childhood care and education programs based on high-quality standards and teacher-child interactions. Being STAR-rated is not like common star ratings on Google or Amazon. Programs that have an advanced STAR rating, ranging from 2-STAR to 5-STAR, are going beyond state Licensing Performance Standards to provide higher-quality early learning environments for children. Information about the different STAR levels and the requirements for each STAR rating, along with a list of STAR-rated programs are accessible from the links: https://alabamaqualitystars.org/for-parents/

Teacher/child ratio

6wks – 18 months 1to 5

18 months up to 24 months 1 to 7

24 months up to 30 months 1 to 8

30 months to 4 years old 1 to 11

4 years up to school age 1 to 18

School age up to 8yrs 1 to 21

8 years and older 1 to 22

Tuition & Fees

Kings Kids Daycare & Learning Center offers several enrollment options to accommodate family needs, including full-time care and Mothers' Morning Out programs.

Requests to change a child's enrolled program must be submitted in writing through Brightwheel only and require a minimum of two (2) weeks' advance notice. Program changes are subject to availability and will only be approved if the account is in good standing with a zero balance. Requests are processed in the order they are received.

The Center reserves the right to modify tuition rates, fees, or program offerings at any time. In the event of a tuition or fee increase, families will be provided with a minimum of forty-five (45) days' written notice prior to the effective date of the change.

Tuition rates are established to maintain staffing, licensing compliance, and the overall quality of care and services provided.

Tuition Rates

Fulltime - $230.00

Parttime - $205.00 (up to 25hrs)

Mothers Morning Out- $175.00 (7:30am-12:00pm)

After School- TBA

Daily rate- $90 (up to 8hrs)

Revised Jan 2026

Registration

A one-time, non-refundable registration fee is required at the time of enrollment.

The current registration fee is $125.00.

For students who do not attend during the summer months but plan to return in the fall, re-enrollment and curriculum fees must be paid during the spring/summer registration period to secure the child's placement.

Sibling Discount: Please see director for sibiling discount inqury

Supply- There is a supply fee of $**100.00 due annually**. This is due by the last Thursday of January or 30 days after enrollment.

** Supply fee helps the center stock essential items and support our learning center curriculum & STEM activities. This fee is exempted from the sibling discounts and can be paid in weekly installments. The fee is mandatory to continue in the program and is subject late fees.*

Subsidy

Families receiving childcare assistance through the Child Care Management Agency (CMA) or any other subsidy program are fully responsible for ensuring all required payments are submitted on time through the Arise Care application.

Failure to pay the required parent co-pay, registration fees, supply fees, or any other center-assessed charges may result in immediate termination of enrollment.

Children receiving subsidy must be fully authorized prior to their start date. If CMA authorization is not active at the time of enrollment, the parent/guardian will be fully responsible for the full tuition rate until authorization is approved and active. No credits or refunds will be issued for periods without authorization.

CMA assistance is 100% state-funded, and it is the sole responsibility of the parent/guardian to remain compliant with all CMA requirements
To maintain CMA authorization, students must attend a minimum of three (3) days per week and/or 25 hours per week, as required by CMA guidelines.

Please note that CMA does not cover fees associated with registration, supplies, late pick-ups, or special center activities. These fees remain the responsibility of the parent/guardian.

Applications for CMA and other assistance programs can be accessed through the Arise Care website:

https://al-arise-publicaccess.citigovcloud.com/Account/FamilyLogin

Please note that CMA does not cover fees associated with registration, supplies, late pick-ups, or special center activities. These fees remain the responsibility of the parent/guardian.

Other Fees

Returned Payment- A $25 returned payment fee will be assessed for any returned or declined check or payment, per occurrence, in addition to any applicable tuition late fees or chargebacks.

A $45 late payment fee will be applied to accounts that are not paid by the required due date. Please refer to the Payments section for additional details.

Repeated late payments may result in termination of enrollment at the discretion of the Center. In the event an account becomes delinquent and is referred to an attorney and/or collections agency, the responsible party agrees to pay all additional costs incurred, including but not limited to legal fees, court costs, and collection expenses.

Late Pick-Up Policy

A $15.00 late pick-up fee per child will be charged for any pickup occurring after First shift pickup time & Night shift closing. Excessive late pick-ups (three or more occurrences) may result in termination of enrollment.

Payments

All weekly tuition payments are due in advance, no later than the close of business on Friday for the upcoming week. Tuition payments are considered late after 7:00 p.m. (CT).

Tuition is due regardless of attendance, including but not limited to absences due to illness, inclement weather, Center closures, or student vacations. No tuition reductions or credits will be issued for absences.

Temporary Breaks & Summer Absences

Parents/guardians must submit a written request for a temporary enrollment break for students who will be absent for the summer or an extended period. For students not attending during the summer months but planning to return in the fall, the Center must be notified in advance, and a holding registration fee will be added to the account. All registration and/or curriculum fees must be paid during the designated spring/summer registration period to secure the child's return.

Payment Methods:

You can schedule payments, make online payments through our bright wheel app

** Kings Kids is a cashless facility, and cash will not be accepted as a form of payment. The center will not accept cash payments under zero circumstances.

Discontinuation of services

If you would like to discontinue Centers enrollment, you must provide a two-week written notice. Your account will be charged until the maturity date of your submitted two-weeks' notice

You are responsible for ensuring your account is always in good standing. Failure to pay fees and/or tuition within a two-week time frame may result in the dismissal of your child from the center. Past due account payments do not replace or suspend weekly tuition. You must ensure past due balances are paid with current week tuition fees to continue enrollment.

If your enrollment is dismissed, your child's "spot" is also revoked. In other words, even if you can satisfy the account in a reasonable time after the second week, there is no guarantee there will be an available opening for your child to re-enroll.

Kings Kids reserve the rights to terminate your child from enrollment if the Center determines the program is not meeting your needs or the needs of your child, or if your child's presence poses a threat to the welfare of others.

Admission Requirements

1. All registration forms must be completed, and all fees (registration and supply) must be paid in full.
2. A current State of Alabama Certificate of Immunization Form
3. Welcome package filled out
4. Copy custodial agreement if applicable

Arrival and pick up

Upon arrival at the Center, all children must be accompanied into the building and checked in, it is of utmost importance for your child to be checked in daily. The center will not be responsible for your child safety if this policy is not followed.

All children must be checked in by 9:00 am unless it has been pre-approved by Centers administration.

In compliance with the Department of Human Resources licensing all children must be signed in and out daily. Please scan the barcode and enter your parent code. (Parent or authorized pick-up codes can be found on the bright wheel app.

All adults responsible for picking up must be on the child's authorization form. All adults must provide government issued photo identification to the director before being in contact with classroom teachers and children.

Visiting the Center

A visitor is defined as anyone who is not actively employed at Kings Kids or DHR! Parents are welcome to visit or observe at any time. We do ask that you limit your visits to 30 minutes in order not to disrupt our routine. Visitors must check in and out of the center and be always accompanied by Centers employees. Visitors must be on authorization list to visit with child, no exceptions to this rule.

Communication

Our center utilizes Bright wheel for daily communications, updates, reminders, easy online payments, and more! Bright wheel app is mandatory as it gives parents real time information on your child throughout the day. Any daycare communication between staff and parents must be communicated ONLY on bright wheel. If you have any concerns, want to check in on your child, or any issues please use Brightwell. All other urgent matter please contact the front desk and ask to speak with the Director

We conduct at least two parent/teacher conferences each year, which may include Open House, new child orientation, or one-on-one conferences. We also host specials events & programs which parents are invited to attend (class parties, donuts with dad, etc.).

Two progress reports are given each academic term August – May. This progress helps us keep track of your child's progress throughout the school year and focus on specific areas tailored for your child needs.

Parent- Teacher conferences result in better understanding and guidance of your child and are encouraged. The staff will request a conference if we have concerns about health, behavior, or development of the child.

Confidentiality

Any information regarding any children, other than their own, who are enrolled at Kings Kids should be kept confidential by parents. Staff members are instructed that any information regarding children is only to be discussed between parent/guardian and Director. Parents will not be given any information on staff member and other children. Parents should not discuss

any issues that deal with staff members, children, or other parents with anyone other than the Director. **Parents are not to post pictures or make comments on social media about any child enrolled at Kings Kids other than their own. This is strictly prohibited and will lead to immediate termination of care.**

Clothing and Personal Items

- All Kids should have an extra pair of clothes and undergarments to keep at the center in case of an incident. (If sent home please replace it the next day). Please place in Ziplock bag & label child's name.
- All kids should wear closed toed shoes appropriate for play. ***(No sandals, flip flops, or crocs are permitted)***
- wipes are provided by the facility.
- Beads and other hair accessories must be safely secure in child's hair. (Hair beads and small hair accessories are not permitted in infant and toddler classrooms (ages newborn to two) as they are considered choking hazards. Children will be turned away if they have beads)
- All items (bottles, bags, coats, etc.) should be labeled with each child's first and last name.

Parents of infants, crawlers, and toddlers must supply the following items:

- Cereal/oatmeal/rice
- Formula bottles (pre-mixed)
- Jar food
- Diapers/pull ups
- Extra pair of clothes

Please ensure anything brought to the center (Bags, coats, car seats, etc.) includes your child's name.

Children are not to bring toys unless specified by the teacher. Items brought from home may get lost or damaged. We will not assume responsibility for these items.

Nutrition

Breakfast, morning snack, lunch, and evening snack are provided each day. The menu is posted by the First of each month on bright wheel and front office. Breakfast will be end at 8:30am & is recommended all children be fed if arriving after 8:30.

Bottling and Feeding

(a) If formula and foods for infants are provided by the center, this shall be planned with the infant's parent(s)/guardian(s) or by the child's physician with the parent(s)/guardian(s) knowledge and consent.

(b) If the center provides formula for infants, commercially prepared, ready-to-feed formula shall be provided. All formula, bottles, nipples, and other equipment used in bottle preparation shall be prepared, handled, and stored in a sanitary and sterile manner.

(c) Bottles and food for infants shall be served according to parental request. If a parent requests bottles to be warmed, they should be warmed under running warm tap water, using a commercial bottle warmer, a slow cooking device, or by placing them in a container of warm water. Bottles should never be warmed in a microwave. Warming devices and dangling cords should not be accessible to children.

(d) Meals and snacks provided by the center for infants/toddlers shall comply with U.S.D.A food requirements.

(e) If formula, is provided by the parent(s)/guardian(s), it shall be sent ready to feed and labeled with the child's name and stored in the

refrigerator. All bottles shall be sent home, or the contents discarded

at the end of the day.

(f) Expressed human milk should be sent in a bottle or container that is properly labeled with the infant's full name and date and should only be given to the child specified. Parents must provide written instructions on how to prepare, store, and use the expressed human milk. Unused breast milk should be returned to the parent in the bottle or container. Infant formula for a breastfed infant should only be used with parental consent.

(g) If food for infants/toddlers is provided by the parent(s)/guardian(s), all jars/containers shall be labeled with the child's name. No previously opened jars of baby/toddler food shall be accepted by the center. All opened jars/containers shall be sent home or discarded at the end of the day.

(h) As a toddler's eating patterns change from those of an infant to those of a preschool child, the regulations for preschool feeding shall apply.

(i) Small hard candies and nuts shall not be served to children younger than four (4) years of age.

Food Allergy & Medications

Each child with a food allergy should have written care plan that includes:

1. Instructions regarding the food(s) to which the child is allergic and the steps to be taken to avoid that food
2. Detailed treatment plan to be implemented in the event of allergic reactions, including names, doses and methods of prompt administration of any medicines.
3. Written care plans, a mobile number, and proper medications for appropriate treatment if the child develops an acute allergic reaction should be carried on trips and when the child is transported.
4. The center will notify parents or guardians immediately of any suspected allergic reactions, as well as the ingestion of or contact with problem food even if a reaction did not occur. The center should contact emergency medical services system immediately whenever epinephrine has been administered.
5. Each child's food allergies will be readily available and known by teachers

Sickness

- All children must be free of fever or diarrhea for 48 hours before returning to the facility. Depending on the illness a doctor's note may be required to return.
- If a child gets sick during operation hours a parent or guardian must pick up a child within 45 minutes of contact, this is mandatory. The child cannot return for 48 hours and must be free of fever reducing medications.
- Parents must notify teachers of viral/contagious infections such as but no limited to covid, hands foot & mouth, flu.

** Excessive cold-like/allergy symptoms will require a home stay until clear.

No child who is ill shall be admitted to the center. This regulation is not intended to require the exclusion of children in violation of the Americans with Disabilities Act (ADA). The Department of Human Resources is not the enforcement agency for the ADA. Determinations of illness may be based on: the child's inability to participate in the center's activities; the need for additional care that center staff cannot provide without taking time and attention away from the other children; signs of serious or contagious disease or condition, such as but not limited to food and allergic reactions, fever, diarrhea, vomiting, unexplained rash, scabies, head lice; a physician's diagnosis requiring that the child be separated from other children.

Administering Medications

No medication or medical procedures (prescription or over the counter) shall be administered without being ordered by the child's health professional and without a written, signed authorization, on the required form, from the child's parent(s)/guardian(s). ***Blanket authorization forms are prohibited***. The authorization form shall include time(s) and date(s) to be administered, dosage, storage instructions (refrigerated or unrefrigerated), and specific directions for administering the medication/medical procedure, such as given by mouth, apply to skin, (such as but not limited to sunscreen, bug spray, hand sanitizer), inhale, drops in eyes, etc. An authorization form shall be valid for no more than seven (7) days unless accompanied by a written physician's statement.

1. (b) Any prescription drug or over the counter drug sent to the center shall be in its original container. Prescription drugs shall have a pharmacy label or shall be accompanied by a physician's written instructions. Over the counter drugs shall be clearly labeled with the child's name and directions for administering the drug.

Medication should not be used beyond the date of expiration. A measuring device (if the medication requires measuring) shall be provided for each child's medication.

2. Medication or medical procedures shall be administered to the child by the Director or Assistant director only.

3. (d)Locked storage (lock and key or combination lock), inaccessible to children, shall be provided for all medication or drugs (children's or staff's).

4. (e) Medicines/drugs shall be returned to the parent(s)/guardian(s) or disposed of properly when no longer needed.

5. (f) Time and date of all medication dosages or medical procedures administered at center shall be documented, in writing, signed by the staff person administering the medication or medical procedure (initials not acceptable), and kept in the child's file. Copies shall be made available to the child's parent(s)/guardian(s) on request.

Guidance and Discipline

The program will provide individualized support for children who may need additional support. The Director, teaching staff, and/or parent will develop a written plan with goals in needed areas of support. Our discipline policy is positive redirection whenever possible. No corporal punishment will be used. It is the teacher’s discretion to give student brief time away. Time away will be one minute per child age. (a three-year-old will have 3 minutes of time out). If a child’s behavior becomes disruptive or harms other children or staff, the parent will be called to come to the center and if necessary, observe child in classroom setting, take the child home for the day or a specified period. Staff members will NOT release any names of children who are biting or have

exhibits aggressive behavior towards others. If the behavior is not corrected in a reasonable amount of time the center reserves the right to terminate care.

Biting – Biting is considered a normal part of development in Toddlers and Twos. A bite is considered serious if it leaves a red mark on a child's or staff member's skin. Our staff members and directors will inform parents of an incident when child is picked up and a written injury report will be given, and a copy placed in folder.

Aggressive Behavior- Kings Kids has established this aggressive behavior policy for the protection and health risk of the children enrolled in our program. Aggressive behavior can include but is not limited to throwing of items, hitting, pinching, kicking, spitting, and biting of other children or staff members.

When aggressive behavior is shown the teacher will talk with the child and make every effort to redirect the child in a positive way. If the redirection does not work the child will be given time away from the group. The teacher will notify parents, and incident/accident form will be filled out by teacher and the parents will be required to sign the form. If aggressive behavior continues the parent will have a conference with the Center Director. At that time, it will be determined if any further disciplinary action needs to be taken.

Severe Weather Policy

In the event of severe weather, the Center will observe the policies of the Athens City School System. We will be closed due to serve weather, delay openings and dismiss early when

ACS do so for severe weather. If the school year is not in session, the Director or owner will make operations decisions. All weather updates will come via brighthweel

If your child is in attendance during severe weather early dismissal, he/she must be picked up in the specified time frame.

When weather conditions warrant, the children are taken to a designated area of safety located in the building. Please note we are not available to answer phone calls while under a shelter in place.

Emergency Preparedness & Response Plan

1428 Freeman Ave Athens, AL 35611

Kings Kids Daycare & Learning Center follows Athens City Schools Inclement Weather Policy as the procedure below. The center may close at the discretion of the **Owner, Director and Lead Teacher** when the safety of the children and staff are at risk. Emergency and evacuation kits are accessible during ALL emergencies.

In the event of an evacuation children will be transported to site 1 or 2 designated by the homeowner or ema/law enforcement. ***Parents will be notified by phone call, text, AND Brightwheel app. Brightwheel will be the initial form contact. Children will only be release to***

those authorized individuals on pick up list. **Photo identification may be required for identifiers not recognized.**

Evacuation locations

Site 1: Walmart - 1011 US HWY 72 E Athens, Al 35611

Site 2: Solomon Temple Church 2041 bee line hwy **Athens, Al 35611**

Emergency Daycare Telephone numbers:

Desire Horton (334)524-1585

Ryan Horton (256)226-1602

Emergency phone numbers

Athens Hospital: 256-233-9292

Athens police department non-emergency: 256-233-8710

Athens's fire and rescue: 256-233-8710

Department of Human Resources: 256-216-6380

Poison control: 1- 800-222-1222

Special need children will be provided assistance to designated areas and helped when exiting the facility. Infants will be evacuated in designated evacuation cribs.

Fire extinguishers are in the daycare and kitchen. All emergency kits are in the teacher's classroom area.

Emergency event status

Infectious and contagious disease: parents/guardians will be notified via verbal communication, written notice, and mass text. Local agencies (health department/dhr) may be notified as well per their regulations. The class may close for deep cleaning and sanitation at the discretion of the health department and Director.

- **"Shelter in place -** children, staff, and other individuals will remain at the location in a safe area when conditions are unsafe and a higher degree of protection is available inside. No one will be permitted to leave or enter. Doors and windows will remain locked until we receive "All CLEAR" from APD!
- ***Potential snowfall, blizzard, severe thunderstorm, flash flooding, ice storms, or earthquakes:*** Parents/guardians will be instructed to pick up their child(ren) immediately. Kings kids will communicate via phone call, text, and/or brightwheel if an evacuation or a shelter in place is necessary. Parents will be kept apprised of the situation.
- **Emergency due to hazardous materials, spills, gas leaks;** Parents will be instructed to pick up their children immediately. If evacuation is necessary, the center will be informed of which site to location to pick children up. Parents will be apprised of the situation.

- **Lockdown:** due to threats of violence, active shooter, terrorism, or bioterrorism, NO ONE will be permitted to enter or leave the home. Doors and windows will be locked and concealed until an "ALL CLEAR" is received from authorities. The center will communicate with parents and guardians of the situation via telephone, class app, or text!

- **Fire/drill:** children will be safely escorted across the street until threat/drill has ended. Parents will be apprised of the situation.

- **Tornado/drill:** children will be safely escorted to a location in the center, sitting kneeling facing the wall with his/her hands over the back of his/her head and neck, tucked into a ball until the threat has ended. Parents will be apprised of the situation.

- **Loss of Water, heat, electricity:** parents will be notified immediately of the situation. Proper utility companies will be contacted when decisions are made to either remain open or closed. If the decision is too close, parents must pick up children immediately. Parents will be kept apprised of the situation. Emergency evacuation kit will be accessible.

- ***Disaster during the transportation of children:*** local authorities (911) and parents will be notified immediately of the situation and the location. Parents will be kept apprised of the situation.

** Emergency and first aid kits are in the locked white **cabinet inside the daycare.** *** ***All staff and member of the home are trained on their responsibilities of the emergency plan yearly or as necessary by the homeowner.***

This emergency plan is updated yearly.