KIDSEDGE

Dear Parents,

Welcome to KidsEdge Preschool of WoodsEdge Community Church! It is our greatest joy to help children become all that God created them to be. Spiritual, physical, mental, emotional and social development are as equally important as their early academics. Our goal at KidsEdge is to nurture all aspects of your child, especially their love for Jesus!

We cherish the time we have with your children each week and thank you for sharing them with us. In partnership with our parents, the directors and teachers at KidsEdge hope to make this the best learning experience for your child. Thank you for your support and prayers, we are better for it! Please know you are welcome to visit our school during our hours of operation!

If you do not have a local church home, we invite you to worship with WoodsEdge! The church staff is always available for you and your family. Please check out woodsedge.org for more information.

If the staff at KidsEdge Preschool can serve you in any way, please don't hesitate to ask!

Sincerely,
Janna Ellen
Director

KIDSEDGE:

Who: Children ages 6 weeks through Bridge to Kindergarten

Where: WoodsEdge Community Church
25333 Gosling Road
Spring, TX 77389

Phone: (281) 290-4724 Fax: (346) 275-1160

When: Mondays/Wednesdays: 9:00 a.m. - 2:00 p.m. for children 6 weeks through Three years old (September-May)

Mondays/Tuesdays/Wednesdays: 9:00 a.m. - 2:00 p.m. for children Three – Bridge to Kinder (September-May)

Teaching Methods:

We believe that children learn best by teaching thematic units that incorporate hands on activities and creative play. We offer a variety of learning experiences throughout the day and teach to all learning styles. Our prayer is that your child will leave KidsEdge with a LOVE for learning, LOVE for school, and a LOVE for the God that LOVES them so much!

Curriculum:

Bridge to Kinder:

In Bridge to Kinder we learn with a curriculum through The Kindergarten Connection. It uses the concept of "Playful Learning" in the classroom to incorporate fun hands-on centered based learning. Our Bible curriculum is Jesus Storybook Bible, and we also use Handwriting Without Tears for working on introducing letter writing and numbers! The class will work toward the Kindergarten piece of the "Kindergarten Connection" curriculum as the year progresses!

Pre-Kindergarten:

In Pre-K we learn with a curriculum through The Kindergarten Connection. It uses the concept of "Playful Learning" in the classroom to incorporate fun hands-on centered based learning. Our Bible curriculum is Jesus Storybook Bible, and we also use Handwriting Without Tears for working on introducing writing letters and numbers!

***Three-year-olds**:*

Bible themes are learned in circle time each day and in chapel each week. We use Handwriting Without Tears and Wee Learn for our language development, letter recognition and writing. Our math is learned in small group centers with manipulatives and all kinds of counting activities. Our days are also filled with dramatic play, building, Play-Doh, and stories.

***Two-year-olds**:*

Bible themes are learned in circle time each day and in chapel each week. We use Wee Learn for our language development, letter recognition and writing. Our math is learned in small group centers with manipulatives and all kinds of counting activities. Our days are also filled with dramatic play, building, Play-Doh, and stories.

6 weeks-23 months:

Bible themes are taught through song and quick carpet times each week. We use Wee Learn for our language development and beginning letter sounds, shapes, colors and counting. Our days are also filled with dramatic play, building, Play-Doh, and stories.

- All students participate in our Music program. All students 18 months through Pre-K participate in our Physical Education program through *MyGym*. The Music and Physical Education programs are included in your child's tuition.
- Children visit our Big Centers room weekly where they participate in dramatic play, cooking, science and art!

Admission:

Registration is in late January or early February of each year. We will give current KidsEdge families a pre-registration period. Registration remains open until all classes are filled. We place students based on their age as of September 1st of the school year we are registering for.

Requirements for 2026-2027 Registration:

The following items are required at the time of registration: Online registration, registration fee, current vaccination records and a signed document from your child's doctor stating that they are in good health and able to attend preschool. Children with allergies are required to have a letter from their physician

outlining their allergies and treatment plan. We call this form an "Allergy Action Plan." **STUDENTS MAY NOT ATTEND CLASS UNTIL ALL FORMS HAVE BEEN SUBMITTED.**

KidsEdge Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Fees:

KidsEdge is a not-for profit program, but it is our goal to cover all expenses. Fees are set to reflect the high-quality care and education provided to your children. As with any childcare or school, our fees are constant, thus we do not offer discounts or credit for absence due to illness, inclement weather, travel, or school holidays.

The registration fee is $150 per child and is non-refundable. The supply fee is $160 for children attending two days a week, and $185 for children attending three days a week. The first supply fee is due at the time of registration or no later than the last day of school in May, and the second is due in January.

Withdrawal: If you need to withdraw your child from the program, please let us know one month prior to doing so via email to our Admissions and Curriculum Director, Ashley Babitt, at ababitt@woodsedge.org. If notification is given less than 30 days in advance, you will be responsible for paying the monthly tuition.

Refunds: In case of a national crisis where public schools are closed for an extended period of time, tuition collected earlier in the month will not be refunded, but future months will not be charged schoolwide.

Tuition is due on the first of every month through an automatic draft payment set up in September. If funds are insufficient and payment has not been received by the 15th then you will incur a $25 fee per child.

Tuition Rates:

KidsEdge Preschool offers classes for children ages 6 weeks thru Pre-K. Below are the options to register for each age level. We place students based on their age as of September 1st of the school year we are registering for as this is in line with the Texas education placement policy.

Tuition rates vary based on teacher-to-child class ratios. You will pay the highest tuition rate first, with the discount offered to the additional tuition rates.

2026-2027 Fee Schedule:

Age	Ratio	Monthly Tuition (Sept – May)	2nd Child Discount	Supply Fee
6 weeks to 11 months	2:7	$ 385	$ 360	$ 160
12 to 17 months	2:7	$ 385	$ 360	$ 160
18 to 23 months	2:8	$ 385	$ 360	$ 160
2-year-olds	2:10	$ 360	$ 335	$ 160
3-year-olds – 2 day (Mon, Wed)	2:12	$ 360	$ 320	$ 160
3-year-olds – 3 day (Mon, Tues, Wed)	2:12	$ 460	$ 385	$ 185
Pre-K 4's – 3 day (Mon, Tues, Wed) and Bridge to Kinder	2:14	$ 460	$ 385	$ 185

Payment: Tuition is Auto Drafted from your account on the 1st of each month.

Calendar & Tuition

KidsEdge Preschool, in line with other local preschools, follows the local public school calendars whenever possible to provide families and teachers with a consistent and predictable schedule. This, of course, is also based on our offering of M/W or M/Tu/W 9:00 a.m. – 2:00 p.m. care. Because our families and staff come from (at minimum) four school districts, our calendar may not match any one district exactly. Each year, we thoughtfully consider the surrounding school calendars and our ability to safely staff each school day. You will notice that when some local districts are out on holiday, we are here at school. We open our doors whenever we are able to safely staff our classrooms. This approach also supports are teachers, many of whom are parents, and allows them time to care for their own families.

Every school year, tuition is based on the number of days for the entire school year and is divided into nine equal monthly payments as a convenience to our families. Monthly tuition remains the same regardless of the number of school days in a particular month. Holidays and scheduled breaks are factored into the annual tuition; families are only paying for days that we are in attendance.

Our decision in following this model for the almost-two decades we have been serving families allows us to provide a stable, nurturing, and Christ-centered environment while supporting both the children and the families we serve.

Health Policies:

For the protection of children in our care **we will not accept children with any of the following symptoms and/or illnesses**:

Symptoms

- Fever (99.5 or higher) current or within the previous 24 hours (must be fever-free *without* fever-reducing medicine)
- Runny nose, green or yellow in color (unless we have a doctor's note indicating seasonal allergies)
- Questionable rash (unless we have a doctor's note indicating known skin condition)
- Coughing
- Diarrhea or vomiting within the past 24 hours
- Sore throat

Illnesses

- Impetigo
- Active Chicken Pox
- Measles
- Mumps
- Conjunctivitis (Pink Eye)
- Thrush
- Croup
- RSV
- Hand Foot & Mouth Disease
- Lice
- COVID-19

We will not administer medication. If a child is being treated with antibiotics, they should be on the medication and "fever-free" for at least 24 hours before coming to the classroom.

If a child develops fever or other symptoms while at KidsEdge, we will contact the parent immediately so the child may be taken home.

Immunizations:

All required immunizations should be completed by the first day of attendance. As your child receives new vaccinations, we must be given an updated copy for your child's file within one month as per licensing requirements.

There is no statewide requirement for teachers or other school employees to have a tuberculin skin test or TB blood test. The Centers for Disease Control and Prevention (CDC) and Department of State Health Services (DSHS) discourage the use of the tuberculin skin testing or IGRA blood test for

persons who have no risk factors for TB exposure. If this policy were to change, we would be notified and require TB testing of all staff members. We recommend our staff to stay up to date on their adult to date vaccines; we do not require this.

At the age of four years old, your child will have a vision and hearing screening. Please give us a copy of this screening as soon as it is completed.

Safety:

Your child will only be released to his/her parent or the people listed as an emergency contact on your registration form. In case of an emergency, please call the KidsEdge office at (281) 290-4724 with instructions on who is able to pick up your child. Any person that is not the parent of the child they are picking up must show identification to the front desk staff and will be escorted back to the child's classroom.

Incident Report Forms: Minor accidents sometimes occur. Parents will be notified of minor injuries via our Procare messaging app. Incidents requiring medical attention outside of our facility will require an Incident Report form that must be signed by the parent and returned.

The website for Texas Childcare licensing: Texas Health and Human Services

Parents may view a copy of the minimum standards and the child-care center's most recent licensing inspection report. Parents may obtain a copy of Child-Care Licensing's Minimum Standards in the KidsEdge office or online at hhs.texas.gov. Parents may contact the local Licensing office at (936) 539-1161 and the CPS child abuse hotline at 1-800-252-5400.

In accordance with childcare licensing, we must inform you that our school is a gang-free zone. Certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of our center is a violation of this law and is therefore subject to increased penalty under the state law.

Preventing and responding to abuse and neglect of children:

1. Our staff is required to attend annual training in this area.

2. Employees and parents are given annual written communication to increase awareness of child abuse and neglect and prevention techniques.

3. We will refer our parents to our Prayer and Care ministry which has a list of community organizations.

4. We are mandated reporters and would report suspected child abuse. CPS child abuse hotline at 1-800-252-5400.

Classroom Discipline:

The first step with every child is redirection. We will try to redirect the child's attention when they are having a problem with another child or with obeying the rules. If redirection does not help, we will remove the child for a brief and supervised period of time. The inappropriate behavior is clearly defined, and the desired appropriate behavior is communicated. At no time will there be any form of threat or physical punishment. Our teachers only use positive methods of discipline and guidance that encourage self-esteem as well as self-control.

In most cases, discipline will be handled at school. In the event of uncontrollable behavior, the following actions may be taken: letters sent home, conference with the parent, conference with the parent and director.

If a child becomes uncontrollably distractive to the children, a parent will be contacted. If the staff should determine that a child's continuous undesirable behavior is detrimental to the other children in the group, the Director will request a conference with the parents to discuss the options available including, as a last resort, dismissal.

We believe in grace, and each week is a new start.

Biting or Intentional Injury Policy:

We want to ensure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive behavior. Biting is a normal stage of development for young children who are teething and are still developing their language skills. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. This means that it is a particular concern for the staff in the Toddler and 2's rooms. For safety and health concerns, we take biting and aggressive behavior very seriously.

Our policy for handling a biting or aggressive behavior incident resulting in injury is as follows:

- The biter/aggressor is immediately removed from the group with a firm NO. The bitten/injured child is consoled, and the bitten/injured areas washed with soap and water. If necessary, ice is applied to reduce swelling.
- A written incident report is given to the parents of all children involved via the Procare app.
- If an additional incident occurs, on a day after the initial incident, the biter/aggressor will be sent home.

- We look intensively at the context of each biting/aggressive behavior incident for pattern in an effort to prevent further biting or aggressive behavior.
- We try to adapt the environment and work with parents to reduce any child stress.
- We make special efforts to protect potential victims.
- We try to make every effort to extinguish the behavior quickly and to balance our commitments to the family of the biting/aggressive child to that of other families. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.

Potty Training Policy

Children must be fully potty trained to be enrolled in our Pre-K and Bridge to Kinder programs.

Safe Sleep Policy

- Crib sheets must fit snugly
- Use crib drop gates properly (down when children are being transferred in and out, fastened securely when children are in the crib). NEVER leave a child in a crib when the drop gate is down
- NOTHING can be placed in the cribs with babies (no blankets, sleeping positioning devices, toys, pillows, etc.)
- Babies must be placed on their backs until they are able to turn over on their own. If a baby can roll both ways on their own before 6 months of age, please place a note on their crib next to their name that says "I can roll"
- Babies CANNOT be swaddled; if a sleep sack is used, the baby's arms must be kept free
- Babies should not be let in their crib more than **30 minutes** after awakening if they are content and responsive
- **Babies that fall asleep in a swing MUST be moved to his/her crib IMMEDIATELY**

Water Activities

We only have one water activity a year, and this is our last day of school. We have inflatable waterslides and lots of fun! Parents may apply sunscreen and bug spray on their children before the event or any school day. Teachers will not apply sunscreen or bug spray.

Physical Activity Requirements

Physical activity requirements will be met with daily 20-minute playground time, and an indoor play location should weather not permit outdoor play. Classes also go outside an additional time a day on nature walks or to play on the grassy areas on campus. We also have MyGym activity classes that are held once a week. Children should wear play clothes and shoes to school that they can enjoy physical activity in.

KidsEdge Preschool Emergency Preparedness Plan

In the event of an emergency, the first responsibility of KidsEdge staff is to move the children in our care to the designated relocation area noted on each evacuation plan or alternate shelter. We will hold fire, inclement weather and intruder drills throughout the school year as is required by childcare licensing.

Designated relocation area: Grassy area behind the playground structure; moving to the WoodsEdge Student Building should shelter be required.

How will children be relocated?

In an event of a fire, teachers will utilize evacuation cribs and assist older students in exiting the building. Classroom teachers will be responsible for knowing the number of children in attendance daily. They must take attendance before and after exiting the building to ensure all children in their class remain in their supervision at all times.

Designated Alternate Shelter: The Woodlands Fire Station #8
11800 Gosling Road, The Woodlands, TX 77381
281-367-3444

In an event that there is a need to transport children to an alternate shelter as many parents as possible will be contacted to transport their children home. All other KidsEdge children will be transported via emergency vehicles to the designated shelter. Children will stay with their assigned teacher who will account for them until a parent or emergency contact is able to pick them up.

Communication: Emergency Phone Number: Janna Ellen, KidsEdge Director's cell phone: (281) 216-7599

The director and assistant director will use both land lines and cell phones to contact the necessary WoodsEdge church staff and local authorities. Teachers will contact each child's parent in their class via cell phone.

In an event of severe weather, students and children move to an interior room.

In an event of a medical emergency, we follow the procedures included in our employee handbook.

Current review date: January 1, 2026

Contact: Janna Ellen

Documentation:

Each teacher will have their assigned class list of parent and emergency contact telephone numbers on their class roster, carried with them for all evacuations. The director on duty will take the binder holding records for authorization for emergency care, contact information, and child tracking system for children in care.

School day Arrival and Departure:

Students may be dropped off via carline or walker line beginning 8:55am-9:05am, and 1:45pm-2:00pm. Drop off and pick up procedures will be communicated at the beginning of each school year and vary depending on the age of the child.

What to bring each day:

- An extra change of clothes in a Ziploc bag
- A snack and lunch complete with drink (all labeled with your child's name)
- Marked baby bottles (if necessary)
- Diapers (if necessary)
- A nap mat for rest time and security toys that should remain in your child's bag until rest time, nap mats must be labeled with your child's name

Guidelines for LUNCH:

Please send your children a healthy lunch!

- If your child has a food allergy, we are required by the State of Texas to have written documentation from your child's physician.
- Please make sure the items are cut into bite-sized pieces.
- We will not refrigerate or heat food, please send it in a thermos and pack an ice pack when necessary.
- Please do not send juice unless it is 100% fruit juice.

Teacher Conferences:

If you would like a conference with your child's teacher, we would be glad to arrange that for you! You are also welcome to schedule a conference with the Director of KidsEdge Preschool at any time. Please email jellen@woodsedge.org to do so!

Our three-year-old and Pre-K classes will hold parent/teacher conferences once a year. We encourage you to schedule a conference with your child's teacher at any time throughout the year.

We have monthly PTO meetings and many opportunities for parents to volunteer on campus. Parents are invited to attend party days and special events.

We have a nursing moms' room in our infant hallway, available for use during school hours.

Communication:

Communication is such an important part of the success of our program and your child's positive experience with school. **Most of our communication will be done via email and send-home folders.** The administrative team is here to answer your questions and help in any way we can. Please call the KidsEdge office phone at (281) 290-4724 during school hours or email us at any time. If a KidsEdge policy were to be changed, you would receive an updated copy and sign an additional form.

KidsEdge Tuition Assistance Program:

KidsEdge will continue to offer sibling discounts, staff discounts and local pastor discounts for families enrolled in our preschool. Sibling discounts are detailed in the fee schedules posted online and in our parent handbooks.

Partial Year Scholarships for Financial Emergencies

KidsEdge is committed to assist families enrolled in their preschool that may have a sudden and dramatic change to their financial situation such as a loss of employment, loss of a spouse or a medical emergency in the family. Because each situation can have a different impact on your financial position, if your family experiences a dramatic change in your finances, please contact the director immediately to determine if there are scholarship funds that could be issued temporarily. The amount and duration of such scholarships are at the discretion of the director.

Dispute Policy: While KidsEdge does wish to support the families enrolled in our preschool and will make their best effort to accommodate requests for assistance, the final decision for providing scholarships rests with the director. Families may reapply after 12 months or if their financial

circumstances change. In addition, the amount of funding available for scholarships may vary from year to year. Receipt of a scholarship in one year does not automatically indicate a scholarship will be available the following year.

At WoodsEdge Community Church our mission is to Love Jesus, Journey Together, and Bring Hope to the World! At KidsEdge Preschool, we hope to show this in our actions and foster this in our KidsEdge families!

KidsEdge Administrative Team:

Janna Ellen, *Director - jellen@woodsedge.org*

Ashley Babitt, *Admissions and Curriculum Director - ababitt@woodsedge.org*

Mandy Sand, *Tuesday Assistant Director - msand@woodsedge.org*