



PARENT HANDBOOK

Infants, Preschool & School- Age

KIDDY CLUB Now Enrolling!

INFANTS

PRESCHOOL

DAYCARE

- INFANT CENTER
- TODDLER PROGRAM
- PRESCHOOL PROGRAM
- SCHOOL-AGE
- SNACKS
- LARGE PLAY AREA
- YEAR ROUND
- TRANSPORTATION

Free Tour Today!
Hours 6:30am to 6:00pm
916-617-7248
www.kiddyclubdaycare.com

The banner also includes three circular images of children: a girl reading, a boy playing with toys, and two children at a table.

Phone: 916-617-7248 email: kiddyclubdaycare@gmail.com

web: www.kiddyclubdaycare.com

FB: Kiddyclub Preschool & Daycare

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This handbook is intended to familiarize families with current Kiddy Club Center policy, practices and standards. Electronic copies (PDF) of both the English versions of the handbook are available on our website at www.kiddyclubdaycare.com. Print copies are available upon request. Kiddy Club reserves the right to revise its policies, practices and standards as deemed appropriate by the Director. Families will be notified of updates to the handbook.

History

Kiddy Club opened in February 2016 and consisted of just many classrooms; infants/toddlers, two-year-olds, three-to five-year-olds and a school-age program. We are continuing to grow our current daycare center to a permeate building in the near future.

Mission Statement

At Kiddy Club, we believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child's own individual social, emotional, physical, and cognitive development.

As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover, create, and become a lifelong learner.

Philosophy

Our program is built around the concept that children are born ready to learn. As caregivers, we strive to create a learning environment that is safe, stimulating and encouraging. We proudly offer a positive center where children become independent, confident, lifelong learners with a strong sense of self worth, a sense of belonging and respect for all others.

- Children develop knowledge of their world through active interactions with caregivers, peers, materials, and events.
- Learning is sequential, building on prior understandings and experiences.
- Learning proceeds at different rates in each area and each child; children will show a range of skills and understandings in any one area of development.
- Learning in each area is interconnected. Young children learn best through experiences, which incorporate several areas of development.
- Learning is embedded in a culture. Children learn best when their learning activities are rooted in a familiar cultural context.
- Learning begins in the family, continues in early care and education settings, and depends on parent involvement and caregiver guidance.
- All children have the potential to achieve the Learning Standards with appropriate supports and instruction.

General Center Information

ADMINISTRATION:

Executive Director: Marlett Reid

kiddyclubdaycare@gmail.com

Office: (916) 617-7248

HOURS OF OPERATION

Kiddy Club is open Varies hours depending on locations.

Stockton Location: M-F 6:30am to 6:00pm. 29th Location M-F 6:30am- 5:30pm M-F 6pm-12am

29th Location Weekends: Sa-Su 7am-5:30pm Sa-Su 6pm-12am

The centers are closed for the following major holidays: Please check with center for update and changes.

*New Year's Day
Memorial Day
Independence Day
Juneteenth*

*Labor Day
Thanksgiving (2 days)
Christmas (2 days)*

PROGRAMS

There are 3 childcare programs offered at Kiddy Club They are:

- | | |
|---------------------|----------------------------|
| • Infants | 0 to 24 months |
| • Preschool | 2 years to 5 years |
| • School Age | 6 years to 13 years |

RATIOS

At Kiddy Club, we maintain the following staff-to-child ratios at all times in our classrooms with a floater teacher assistant:

<u>Age of Children</u>	<u>Minimum Ratio of Staff to Children</u>
0 to 2 year	1 staff for every 4 children
2 years to 5 years	1 staff for every 12 children
6 years to 10 years	1 staff for every 12 children

LICENSING

Kiddy Club is a public program voluntarily licensed to serve children by the Department of Social Services. A copy of the licensing rules is available for review in the office, the staff break room & all classrooms.

WEATHER/FIRE/EMERGENCY-RELATED CLOSINGS

Kiddy Club will remain open during most days unless instructed to close. The Director and/or Assistant Director will monitor the emergency and local news stations to determine when it is appropriate to close the center early or cancel care for the following day.

In the event that Kiddy Club closes early or cancels care for the following day, parents will be contacted and informed of the situation. Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel safely home. Families will still be charged during weather closings.

UPDATING ENROLLMENT RECORDS

Each fall, Kiddy Club completes an audit of enrollment records. At the conclusion of this audit, families will be notified if anything needs to be updated. Some forms must be updated every year, including the Emergency Contact and Medical Consent form. Most forms may be completed electronically; if you wish to receive a PDF version of the enrollment forms, please provide your email address to the Director and/or Assistant Director.

Other records must be updated throughout the year, such as physicals and immunization records. When visiting your child's physician for a yearly "well-child" appointment, please request a copy of your child's physical and most recent immunization record. You may bring these items in yourself, or have your physician mail them to the center.

In addition, any time a family's information changes such as address, place of employment or health insurance provider, a new Emergency Contact and Medical Consent form must be completed.

CONFIDENTIALITY

Confidentiality is a top priority for Kiddy Club. Personal information of families and staff will not be shared for any reason without prior written consent of the individual. When discussing a child's activities and friends in the classroom, only first names will be used. In situations regarding behavior problems and/or Incident/Accident Reports, names of children involved will never be given to families.

Curriculum

Curriculum at Kiddy Club includes the child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, and cognitively. Kiddy Club uses the Creative Curriculum for Infants, Toddlers & Creative Curriculum for Preschool as guides for planning the curriculum in each of its program rooms. Each classroom has weekly lesson plans, posted in the classroom. These plans contain a number of activities, designed to foster each child's development, and the development of the group as a whole. Lesson plans may be changed in order to accommodate the children's changing interests.

School-Age classroom is set-up in centers, which include homework area, books, game area and art. Custom curriculum is created for school age during group discussions. Outdoor play is important to all ages physical development and must be included in both the morning and afternoon schedule. Self-selection or "free-play" is a daily part of the curriculum and means a child has the opportunity to choose which activity he/she participates in. This promotes creative expression and development of important social skills.

DAILY SCHEDULE AND ACTIVITIES

The classroom's teachers work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities and needs. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children **thrive** on consistency! Routines will be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions.

FREE PLAY

"Free-play" (also called child-initiated activities, free choice, self-selection) activities are incorporated into the morning and afternoon schedule. During free-play, teachers actively participate with the children by asking questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc. Free-play is another opportunity for a child to grow socially and cognitively through the development of relationships. School-age learn problem solving and social skill to handle conflicts easily.

OUTDOOR PLAY

Outdoor play is incorporated into the daily schedule for both the morning and afternoon. There is less structure in an outdoor learning environment; however, staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play outdoors. Because they are engaged in fewer teacher-directed activities and more child-directed play, children are able to choose their friends and who to interact with.

Children will go outside year-round, including winter. Only during extreme weather conditions will the children remain indoors. Our teachers refer to the *Weather Watch* to determine if it is too hot or cold to play outdoors.

It is important for parents to send their children in appropriate clothing and outerwear for the weather conditions (e.g., coat, snow pants, boots, gloves, etc.). **Please clearly label all articles of clothing with your child's name.** Kiddy Club has a few extra hats and mittens, but not enough for every child. If a child is not dressed appropriately for the weather, he or she may have to remain inside. Please ask your child's teacher if you have any questions about weather-appropriate clothing.

NAP/REST TIME

The Department of Social Services requires that all children must be provided a regularly scheduled nap or resting time. Children will not be forced to sleep but may be encouraged to lie quietly for a period of time. The length of time a child should have to remain resting varies by child. There is no hard and fast rule regarding the maximum amount of time a child should have to remain resting. Children should be provided alternative quiet activities if unable to rest. All Mats and sheets are cleaned daily and safely stored and labeled for each individual child.

MULTIMEDIA

The use of multimedia in our program is an extension of the teaching and learning that takes place in our classrooms. Teachers may select movie, television, and computer game titles based upon weekly themes. Children are not required to view part or all of a video or television show, or to play computer games. Instead, the activity is offered as one of several centers. All multimedia must have a rating of “E” or “PG” and must possess an educational theme. Children are limited to a specified amount of time per week they may use or view multimedia:

Under 2 years old	Music Only
2-year-olds	Maximum 20 minutes/week
3-year-olds	Maximum 30 minutes/week
4-year-olds	Maximum 30 minutes/week
School-Age	Maximum 1 movie/month; or 30 minutes/week

WEAPONS/VIOLENT PLAY

There is a strict policy of allowing no weapon play at Kiddy Club. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection should be used when a child is engaging in weapon or violent play. If a child brings a weapon to Kiddy Club, the weapon should be placed out of sight and sent home the same day with a note explaining the policy about weapons. Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

PETS & VISITING ANIMALS

Staff may introduce a class pet to the classroom. Pets and visiting animals that are brought into the classroom must be carefully considered for their temperament, health risks, and appropriateness for young children. No animal may be brought into Kiddy Club without first notifying and receiving permission from the Director and/or Assistant Director. Once approved by the Director and/or Assistant Director, pets and visiting animals must have documentation from a licensed veterinarian or animal shelter to show that the animal(s) is fully immunized and that the animal is suitable for contact with children.

Assessments

The Teaching Strategies is the assessment tool used by the programs to evaluate and track each child’s individual development during their time at Kiddy Club. It is an on-going assessment system, meaning that teachers are continually watching, observing, and documenting each child’s development. The same tool is used from birth through kindergarten, to allow a more complete picture of your child’s development. By tracking a child’s development, our teachers are able to plan activities that are appropriate for each child’s developmental abilities.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will typically be held at least once per year or each time your child transitions classrooms. The goal of the parent-teacher conference is to gain insight into your child’s development both in the center setting as well as the home setting. During conferences, your child’s development and any goals you may have for your child will be discussed. Parents are encouraged to request conferences whenever they feel it necessary.

ASSESSMENT PORTFOLIOS

A permanent assessment portfolio will be kept for each child, and passed to the next teacher when a child transitions. Assessment portfolios will contain a variety of items, including photographs, examples of artwork, assessment profiles, and parent-teacher conference forms. Portfolios may be periodically taken home by families but should be returned promptly. When a child leaves Kiddy Club, the assessment portfolio will be given to the family.

Field Trips

Currently School-Age can only attend fields trips. Kiddy Club offers a small variety of experiences both at and away from the center. Field trips outside the our city limits and/or longer than two hours will require a "Field Trip Permission Form." Parents will be notified at least one week in advance of all field trips requiring a "Field Trip Permission Form." If you do not wish for your child to attend a particular field trip, please find alternative childcare arrangements for that day, as we will not have staff available to stay behind with children not participating in the field trip.

As a participant in our child care program, your child may participate in short, unannounced field trips including but not limited to: walks as a class around the perimeter of the building. Teacher-child ratios are maintained at all times. A "Parent/Guardian Permissions" form must be completed at the time of enrollment for this type of field trip.

RULES RELATED TO FIELD TRIPS

Before a field trip is approved, enough parent volunteers must be available to attend to meet the following adult-to-child ratios with staff members included:

-School-Age Ratio. 1 to 6

VAN SEATS

- Parents must provide a booster seat for young school age children if required by age.
- Appropriate clothing must be worn for the field trip. Instructions provided in the permission slip.
- All children will be in a seat belt.
- Children must follow all van and visit rules.

HEAD COUNTS

Head counts will take place every **30 minutes during a field trip**, as well as at the following times:

1. Before leaving the classroom
2. Before starting the vehicle (after buckling children)
3. After students exit the vehicle at the field trip location
4. After entering the field trip location
5. When exiting the field trip location
6. Before starting the vehicle (after buckling children)
7. After exiting the vehicle at Kiddy Club
8. When returning back into the classroom

WALKING LINES

When traveling from one destination to the next in a line, one teacher will remain at the beginning of the line and one teacher will remain at the end of the line. Headcounts will happen every five minutes.

REQUIRED MATERIALS

1. Permission slips
2. First aid kit
3. Clipboard containing:
 - a. that day's attendance
 - b. children's "if lost" headshots.
4. Each child must wear a Kiddy Club field trip "if lost" lanyard.
5. Pocket lanyards for each teacher containing:
 - a. Class list with that day's attendance
 - b. Class total number
 - c. Emergency phone numbers
 - d. Kiddy Club phone number
6. A copy of Kiddy Club missing child procedure

Other Field Trip Policies

Only staff members or child's parent are allowed to take children to the bathroom.

Meals and Snacks

At Kiddy Club , children are provided a nutritious AM and PM snack. Kiddy Club We don't provide breakfast or lunch at this time. A home lunch is required at this time. Snack menus will be posted on the bulletin board.

We do provide milk and 100% juice. we also have refrigerators for lunch storage and microwaves to heat of all home lunch items if needed. Please inform your child's teacher if your child cannot eat a certain food or has different dietary needs (e.g. vegetarian, vegan, lactose intolerant) so a substitution can be made. For certain dietary restrictions, you may be asked to provide food from home for your child.

FOOD ALLERGIES

Based of the needs of the children at each center, a facility may be peanut/egg free. Please contact each center for further information. In the case a center is peanut/egg free, no food containing, or processed in a facility with peanuts/eggs, are allowed in the center. Children are welcome to bring in special treats to celebrate a birthday or holiday. Due to various food allergies and dietary restrictions in our classrooms, we recommend supplying store-bought snacks still in the original packaging.

FOOD ALLERGY ACTION PLAN

If your child has a food allergy, please complete a Food Allergy Action Plan form, available in the office. This form will be posted in your child's room, as well as in food preparation areas. If medication for an allergic reaction is provided, please have your physician sign the Food Allergy Action Plan as well.

Infant, Toddler and Two Year Old Program Information

The following information is specific to the infant, toddler, and two year old program rooms:

- Infants under 12 months Parents must fill out Infant Service Plan and Individual Infant Sleeping Plan(Lic 9227)
- Parents must supply diapers, wipes, diaper cream, bottles, formula, baby food, extra clothing, pacifiers, blankets, and stuffed toys for rest time. Please label all items with child's name.
- Children may use pacifiers during rest time. To reduce the likelihood of spreading illness, pacifiers must be kept in a child's cubby or diaper bag during all other times of the day.
- If you are breastfeeding, please discuss with your child's teacher when your child should be fed breast milk, and when you would like to come in and feed your child.
- Breast milk must be brought in ready-to-use containers. For health reasons, we are not able to store bags of frozen milk for extended periods of time.
- We recommend that all new foods be tried at home first since a child could have an allergic reaction to foods they have not had before. Please inform your child's teachers on the daily charts of any new foods your child has tried.

SIDS

Sudden Infant Death Syndrome (SIDS) is the unexpected, sudden death of a child under age 1 for which a cause of death cannot be identified. It is not known what causes SIDS, however several sleeping practices have been linked to an increased risk for SIDS. Therefore, Kiddy Club has a strict policy for infant sleep placement.

All infants less than one year will be placed on their back to sleep.

Infants shall not be allowed to sleep in a car seat ever or swing for a period of longer than 15 minutes.

Infants **12 months and under** are placed in his or her crib for nap on their **back**, if the infant rolls from back to front - and is also able to roll from front to back - it is acceptable to leave the infant sleeping on his or her stomach. NO heavy blankets, stuffed toys or pillows should ever be placed in a crib. A request for alternative sleeping positions must be accompanied by a signed and dated physician's note stating the reason for the request. **All staff will conduct 15 minute check for infants under age two years old via Infant Safe Sleep log.**

Clothing and Items From Home

PLAY CLOTHES

Please send your child to Kiddy Club in comfortable play clothes and shoes. Play is usually active and often messy; comfortable, washable clothes are important if your child is to participate fully in the program. Outdoor play is scheduled every day as an essential part of our planned curriculum. We expect all children to be dressed appropriately for both indoor and outdoor activities.

All children occasionally get their clothes wet and have toileting accidents. Whenever this occurs, it is best to change the child into an extra set of clothing provided by the family. Your child's teacher will request that you bring a complete change of clothing, including underwear, to be kept at school and replenished as needed. Due to health reasons, if a child soils their underwear, it may be thrown away. Please be sure to clearly label all items of clothing. Let the teacher know whenever your child's clothing or other items cannot be located.

School-Age

School age children should wear appropriate clothing to school:

No mini shorts

No mini tank tops

No short Dress unless you have shorts under them

No sagging pants. Please wear a belt if needed.

Appropriate outside shoes

ITEMS FROM HOME

Toys, stuffed animals, or other items from home may help your child feel more comfortable at school from time to time. However, it is often difficult for young children to share their special "treasures" with classmates. We ask that all items brought to Kiddy Club from home be placed in your child's cubby shortly after arrival. Please clearly label all belongings brought from home. It is recommended that items of value, such as iPods or handheld gaming systems be left at home, due to the risk of damage or theft. Kiddy Club is not responsible for lost, stolen or damaged items.

WEAPONS/VIOLENT PLAY

There is a strict policy of allowing no weapon play at Kiddy Club. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection should be used when a child is engaging in weapon or violent play. If a child brings a weapon to Kiddy Club, the weapon should be placed out of sight and sent home the same day with a note explaining the policy about weapons.

Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

Arrival and Departure

ARRIVAL

Parents are required to accompany their child into the center daily and **into their child's classroom and sign in & out their attendance sheet in the sign-in binder**. Parents should also speak with the teacher in the classroom, if only briefly. We encourage parents to communicate with their child's teacher, about their child's temperament that particular day, how he/she slept the night before, whether he/she has eaten that morning, etc. Parents must not drop off after 11am or during Nap time. You can pick up your children anytime. Please knock during nap time.

Most children go through periods of difficulty with separating from their parent(s). This is common and developmentally appropriate. Try these tips for a successful drop-off:

- **Establish a regular, predictable routine.** Whether you have a kiss and a hug and go, or help your child put his things in his cubby first, do it the same way every day. What often makes separating stressful for children is the uncertainty. If your child can predict what will happen, the separation won't be as difficult.
- **Separate once.** If you come back into the classroom again and again, it will increase your child's stress. Remember the moment of separation is the worst part for your child, so doing it more than once makes it more stressful for your child.
- **Be reliable.** Return when promised. Children who are picked up later than expected may have more difficulties separating. Phrase time in terms your child will understand. For example, you will be back after snack time or before nap time.

DEPARTURE

If you will be late picking up your child, please provide us with as much notice as possible. Please note that there is a late fee for arriving after your contract time. If someone we are not familiar with is to pick up your child, it is essential that you inform your child's teacher in advance of the pick-up. This person must be listed as an authorized person on the Emergency Contact and Parent Consent form. Remind the authorized person that they may be asked for identification such as a driver's license to ensure your child's safety. Even if the individual has picked up before, he or she may still need identification if the teacher in charge has never met him or her.

Be sure to say good-bye to your child's teachers so they know you are leaving. Once you have reunited with your child and are departing, Kiddy Club is no longer responsible for your child. For safety reasons, please do not let your child run ahead of you inside or outside of the building.

If parents do not arrive to pick up their child from the program, staff members will first try to contact the parents using all phone numbers provided on the Emergency Contact and Medical Consent form. If parents are unable to be reached, staff members will try to contact all emergency contact persons. If staff members are unable to contact emergency contact persons, the Director and/or Assistant Director will be notified and she will then notify the Department of Social Services and/or the Police Department.

ATTENDANCE

Regular attendance is strongly encouraged for the benefit of the child as well as the classroom as a whole. If your child will be absent, please **call the center by 9:00am** so your child's teacher may make accommodations to the lesson plan.

If your child will be absent for an extended period of time (more than 2-3 days), the center must be notified in writing of the date the absence begins and the expected date your child will return. Enrollment will be terminated if a child is absent for a period of 2 weeks or more, and no notice has been received or contact made by the family. **Please make sure you are signing in & out daily on our attendance forms. We will add the absents and sick days on the attendance sheets when necessary.**

Health and Safety Policies

ILLNESS

Our first priority at Kiddy Club is providing a healthy, safe learning environment for all children. A child will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- **Fever** of 101 or greater, until 24 hours symptom free without fever reducing medication
- Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing
- **Diarrhea** (not associated with diet changes or medications; multiple loose or watery instances within an hour; or accompanied with fever and or vomiting) until diarrhea stops for 24 hours or the continued diarrhea is deemed not be infectious by a licensed health care professional.
- Blood in stools not explainable by dietary change, medication, or hard stools
- **Vomiting** (One instance) the child can return after vomiting has been resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration
- Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness
- Mouth sores with drooling, unless a health care provider determines the sores are not contagious
- Rash until a physician determines that these symptoms do not indicate a communicable disease
- **Pink eye** (conjunctivitis) until after treatment has been initiated for 24 hours
- **Scabies**, until after treatment has been completed
- **Tuberculosis**, until a health care provider states that the child is on appropriate therapy and can attend child care
- **Impetigo**, until 24 hours after treatment has been initiated
- **Strep throat**, until 24 hours after initial antibiotic treatment and cessation of fever
- **Chicken pox**, until all sores have dried and crusted (usually 6 days)
- **Hand Foot and Mouth** sores have dried and crusted and no fever
- **Pertussis**, until 5 days of appropriate antibiotic treatment has been completed
- **Mumps**, until 9 days after onset of symptoms
- **Hepatitis A virus**, until 1 week after onset of illness
- **Measles**, until 4 days after onset of rash
- **Rubella**, until 6 days after onset of rash
- **Covid-19** respiratory tract illness accompanied by another illness which requires exclusion
- **Herpes simplex**, with uncontrollable drooling

A child who becomes ill while at Kiddy Club must be removed from the classroom in order to limit exposure of other children to communicable disease. An ill child will be sent to the office to wait for his/her parent to arrive. For this reason, we ask families to make every effort to pick up a sick child as soon as possible.

Kiddy Club reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

Please contact Kiddy Club by 9:00AM whenever your child is ill.

NOTICE OF EXPOSURE & REPORTING DISEASE

If your child is exposed to a communicable disease, a notice will be posted at the front door or on the door to your child's classroom. Additionally, families who have provided an email address will receive email notification of the illness. If your child or anyone in your household becomes ill with a communicable disease, please notify the Director immediately.

In the event a child is reported to have a communicable disease, the Director will notify the health department. Additional information regarding illness or disease may be obtained from your doctor.

HAND WASHING

Frequent hand washing with soap and warm running water is the most effective way to reduce and prevent the spread of illnesses commonly found in childcares such as the flu, diarrhea and pink eye. Parents are encouraged to assist their child in the hand washing process upon arrival. Other times your child (and staff members) will be expected to wash their hands:

- Upon arriving at the center or when changing classrooms
- After **each** diaper change or using the toilet
- Before and after meal times
- Before and after administering medication
- After handling bodily fluids (mucus, blood vomit)
- Before and after using the sensory table
- After coming indoors from the playground
- After handling pets and other animals
- After cleaning or handling garbage

Warm, running water (no colder than 60 degrees F) and soap must be used. Hands must be rubbed vigorously for at least 20 seconds, including the backs of hands, between fingers, under nails, and under any jewelry. A disposable paper towel should be used to dry hands and turn off faucet. Help reinforce the importance of hand washing by encouraging frequent hand washing at home as well.

MEDICATIONS

Prescription and over-the-counter medications must be given to a staff member in the original container, clearly labeled with the child's full name and birth date. Kiddy Club staff will not administer any medication without a signed Medication Authorization Form. Forms can be obtained from your child's teacher or from the Director and/or Assistant Director.

All medications will be stored in the office and only administered by directors or lead teachers. Prescription medications will only be given if a doctor's note is provided with a beginning and end date. A medical authorization form must also be filled out and signed by a parent or guardian. Prescription medication will only be given at the center if they are not able to be given at home. (ex. Twice daily can be administered at home. Three times per day requires a middle of the day dose and can be given at the center.)

Over the counter medications will only be given for special circumstances, with a doctor's note that has a beginning and end date.

PHYSICALS AND IMMUNIZATION RECORDS

Each child must have a current **TB clearance**, physical and immunization record on file at Kiddy Club. The physical on file must be updated at least annually; immunization records must be updated whenever a new immunization is received. Updated immunization records and physicals may be faxed to Kiddy Club directly from your healthcare provider.

DOCUMENTATION OF ACCIDENTS/INCIDENTS

Staff members shall document accidents and incidents that occur at Kiddy Club using an Accident/Incident Report. Please document all biting incidents as accidents. If a biter breaks the skin of another child, an accident/incident report needs to be completed for the biter as well as the child who was bitten. Use great detail when explaining events, but never include other children's names. If the injury is serious, a parent needs to be contacted before pick-up. The parent shall sign the report the same day as the incident. A copy may be given to the parent. All Accident/Incident Reports must be given to the Director and/or Assistant Director to be placed in the child's permanent file. We also use email and text for quicker services.

DOCUMENTATION OF HEALTH INCIDENTS

Each time a parent is contacted regarding an ill child or symptoms of illness, a Health Incident Form will be completed. A copy of the form will be given to the parent and the original to the Director and/or Assistant Director to be placed in the child's permanent file. All parents will be notified of any communicable illnesses present in the center via a sign posted on the main entrance to the center explaining the illness. In addition, parents with children in the classroom of the infected child will receive an email regarding the illness.

DOCUMENTATION OF ALLERGIES

A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom. If the allergy is food-related, an Allergy Action Plan must also be posted in the kitchen area. All staff working in the classroom of child with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with a Health Incident Form.

DOCUMENTATION OF SPECIAL HEALTH CARE NEEDS

An Emergency Care Plan will be on file for any child with special health care needs (seizures, etc). A copy of the Emergency Care Plan must be kept in the classroom emergency binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child's specific health care needs.

EMERGENCY MEDICAL/DENTAL PROCEDURE

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows Kiddy Club staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. **It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.**

- If a child becomes ill or injured after arriving at the center, the Lead Teacher will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons on the Emergency Contact & Parental Consent form will be called.
- Children who are ill or seriously injured will be sent to the office and remain under the supervision of the Director and/or Assistant Director until a parent arrives.

If the child requires immediate medical attention:

- The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911.
- A staff member who witnessed the emergency situation will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Emergency Contact & Parental Consent Form.
- The Director or Assistant Director will contact the parent(s).

TRANSPORTATION

Kiddy Club has two passenger vans available for transportation to and from field trips. Staff members who operate a Kiddy Club van must have a valid license. Individuals who provide transportation for a Kiddy Club event must be at least 21 and provide:

- Proof of a valid driver's license and current insurance
- Evidence of a safe driving record for at least 5 years, with no crashes where a citation was issued
- No record of substance abuse or conviction for crimes of violence or child abuse
- No alcohol or other drugs associated with impaired ability to drive within 12 hours prior to transporting children
- No criminal record of crimes against or involving children, child neglect or abuse, or any crime of violence

SUNSCREEN & INSECT REPELLANT

Between the months of March and October, all families will be required to supply sunscreen for their child/ren for outdoor activities. A permission slip must be on file before sunscreen will be applied to a child. Sunscreen must be SPF 15 or above, and will be applied by classroom teachers regularly throughout the day. Parents are encouraged to apply insect repellent to their child before arriving at Kiddy Club for the day, as Kiddy staff are not permitted to apply insect repellent.

PETS AND VISITING ANIMALS

Pets and visiting animals that are brought into the classroom must be carefully considered for their temperament, health risks, and appropriateness for young children. No animal may be brought into Kiddy Club without first notifying and receiving permission from the Director and/or Assistant Director. Once approved by the Director and/or Assistant Director, pets and visiting animals must have documentation from a licensed veterinarian or animal shelter to show that the animal(s) is fully immunized and that the animal is suitable for contact with children.

CLOTH DIAPERS

Only commercially available disposable diapers or pull-ups may be used at Kiddy Club, unless the child has a documented medical reason that does not permit their use. Documentation from the child's physician must be provided to the Director and/or Assistant Director before cloth diapers will be used while the child is at the center. Families must provide a container for storage of soiled cloth diapers while at the center.

MANDATORY CHILD ABUSE REPORTERS

As childcare professionals who interact with children on a daily basis, each staff member of Kiddy Club Learning Center is a mandatory child abuse and neglect reporter and must contact the Department of Social Services whenever abuse or neglect is suspected.

TOBACCO USE

Cigarettes and smokeless tobacco products are prohibited on Kiddy Club premises, including parking lots and outdoor play areas. Smoking and the use of smokeless tobacco products is also prohibited in Kiddy Club vehicles or in personal vehicles being used for the transportation of Kiddy Club children, and while on field trips.

ACCESS POLICY

Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have unrestricted access to children for whom that person is not the parent, guardian or custodian, nor be counted in the staff to child ratio. **Unrestricted access** means that a person has contact with a child alone or is directly responsible for child care.

Person who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the Lead Teacher unless he/she delegates it to the Full Time Assistant Teacher due to a conflict of interest with the person.

Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If a staff member is unsure about the reason, the Director or Assistant Director to get approval for the person to be on site. If it becomes a dangerous situation, staff will follow the "Dangerous Adult" procedure. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by a paid staff member and will not be allowed to interact with children on the premises.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian or custodian) who is required to register with the sex offender registry:

- Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
- Shall not be on the property of the child care center without written permission from the Director, except for the time reasonably necessary to transport the offender's own minor child to and from the center. The Director is not obligated to provide permission and must consult with their DHS licensing agent first.

PARENT PERSONAL RIGHTS POLICY

As a Parent/Authorized Representative, you have the right to: 1. Enter and inspect the child care center without advance notice whenever children are in care. ... Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.

CHILDREN PERSONAL RIGHTS POLICY

All Kiddy Club children are to be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter

AFFIDAVIT POLICY

At times families may be dealing with difficult situations at home. When legal matters are present in the home, families may need to collect affidavits for their legal team. Due to the nature of the relationship between caregiver and child, families may choose to ask a Kiddy Club staff member to provide such a statement. Our program's priority is providing the best possible care when children are away from home and our focus will remain on the child, making sure all their needs are met during what could be a difficult time at home. Kiddy Club Learning Center staff members will not provide written statements or affidavits of a professional nature to families.

Every adult who cares for children has a responsibility to guide, correct and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior.

Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledges the child's efforts and progress, no matter how slow or small, is likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation and a good understanding of the child. Kiddy Club staff will use **only** positive guidance techniques.

When interacting with young children, staff should ask themselves the following questions:

"Am I..."

- Validating feelings?
- Asking open ended questions?
- Encouraging problem solving?
- Respecting children's choices?
- Using praise and positive reinforcement?
- Talking with children – not at them?
- Circulating throughout the classroom?
- At the child's eye level?

REASONS FOR MISBEHAVIOR

If caregivers understand why children misbehave, they can be more successful at reducing behavior problems. Listed here are some of the possible reasons why children misbehave.

- Children want to test whether caregivers will enforce rules.
- They experience different sets of expectations between school and home.
- A child does not understand the rules, or are held to expectations that are beyond their developmental levels.
- They want to assert themselves and their independence.
- They feel ill, bored, hungry or sleepy.
- They lack accurate information and prior experience.
- They have been previously "rewarded" for their misbehavior with adult attention.

PREVENTING MISBEHAVIOR

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps caregivers can take to help prevent misbehavior.

- Set clear, consistent rules. (*e.g., walking feet; gentle touches*)
- Make certain the environment is safe and worry-free.
- Show interest in the child's activities. (*e.g., participating in activities with the children so they stay interested for longer periods*)
- Encourage self-control and independence by providing meaningful choices. (*e.g., "You may pick up the blocks or art center."*)
- Focus on the desired behavior, rather than the one to be avoided. (*e.g., "Ashley, please use gentle touches with your friends."*)
- Build children's images of themselves as trustworthy, responsible and cooperative.
- Give clear directions, one at a time.
- Say "Yes" whenever possible.
- Notice and pay attention to children when they do things right. (*e.g., "Joey is playing so nicely. I like it when you keep the blocks on the table."*)
- Encourage children often and generously.
- Set a good example. (*e.g., using a quiet voice when children should be quiet*)
- Help children see how their actions affect others.

RESPONDING TO MISBEHAVIOR

Below are strategies Kiddy Club staff will use to respond to child misbehavior. Remember, however, that it's always a good idea if rules are explained fully and clearly understood before misbehavior occurs. Whenever possible, involve children in making the rules for the classroom.

- **Redirection**
This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, "Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn."
- **Logical consequences**
These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.
- **Participate in the solution**
If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn't your friend anymore. Please come apologize and help me make him feel better."
- **Natural consequences**
Allowing children to experience the consequences of their behavior is also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. Only use natural consequences when they will not endanger the child's health or safety.
- **"Take a break" or "Calm down chair"**
In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break" or sit in the "calm down chair." This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break or being sent to the calm down chair. For example, "Hannah, we have talked often about how hitting is not acceptable. But because you hit John, please leave the blocks center and go to the calm down chair. I will talk to you when you are ready."

If these actions do not help in reducing or changing behavior the following will take place:

1. Staff will report behavior and what strategies have been attempted to the Director and/or Assistant Director(s).
2. The Director and/or Assistant Director will observe the child and meet with the Lead Teacher to develop a behavior management plan.
3. The behavior management plan will be discussed with the parent and then put into practice.
4. The Director and/or Assistant Director, Lead Teacher and Assistant Teachers, and parents will evaluate the behavior management plan. If needed, adjustments will be made.
5. If all fails, your student will be terminated from the program immediately.

**** If a child's behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom and the program immediately. No prior notice will be given.**

PARENT CODE OF CONDUCT

"Parent Code of Conduct Policy:

No parent or adult is permitted to use profanity or any other type of threatening, disrespectful, hostile, intimidating or inappropriate language at Kiddy Club LLC at any time, whether in the presence of a child or not, or aimed in the direction of any Kiddy Club LLC staff member. This is considered offensive and unsafe and will not be tolerated. If a parent or adult feels frustrated or angry, it is expected and required that the parent will verbally express the frustration or anger using non-offensive language and have a calm demeanor while doing so. At no time shall inappropriate language, intimidating or threatening behavior be directed toward any member of the staff on or off Kiddy Club LLC property via written communication, verbally over the phone, text, email or in person.

Threats of any kind towards employees, children or other parents will not be tolerated. All threats will be reported to the appropriate authorities and will fully be prosecuted. Disrespectful and unacceptable language in person, via phone/text, in writing or via email will not be allowed towards any member of the Kiddy Club LLC staff at any time. While apologies for such behavior are appreciated, Kiddy Club LLC will not assume the risk of a second chance due to the safety of every child, employee, and other parents. Parents are responsible for, and must be in control of, their behavior always or you will be terminated without notice. Parents who violate the Parent Code of Conduct will be notified, their child(ren) will be disenrolled and the parent will not be permitted on center property thereafter.

Biting Policy

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents or their teachers. There are a variety of strategies we implement at Kiddy Club to prevent and stop biting. This is the process followed when a child bites:

- The biting child is stopped and told, “Please Stop biting. Biting hurts” in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.
- The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child’s needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
- Appropriate first aid will be provided to the child who was bitten. Bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

It is important to explore the reasons for biting when it occurs. Teachers need to work with parents to gather information about the child’s behavior and begin observations to determine the reasons for biting. Examples of triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are the steps the teacher will take to identify triggers and replace the behavior:

1. The teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:
 - Was the space too crowded?
 - Were there too few toys?
 - Was there too little to do or too much waiting?
 - Was the child who bit getting the attention and care he/she deserved at other times?
2. The teacher will change the environment, routines or activities if necessary.
3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways
4. The teacher will observe the child, to get an idea of why and when they are likely to bite.
5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The teacher, parent and Director and/or Assistant Director will meet regularly to regulate an action plan and measure outcomes.
7. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident Report which is completed and signed by a teacher and parent. A copy is provided to the parent and the original kept in the child’s permanent enrollment file in the office.

School Partnership

NEW FAMILY SITE TOUR, INTERVIEW & ORIENTATION

Each family is strongly encouraged to schedule a time with the Director to complete a tour of our facility. This is our criteria for determining appropriate placement. Once you decide to enroll you must attend our “New Family Orientation.” This orientation is a great time for parents to drop-off routine care items (diapers, bottles, etc.) as well as an opportunity to participate in a portion of classroom activities with their child, familiarizing themselves with their child’s routines at Kiddy Club. Important policies and procedures are also reviewed with the Director at this time, as well as the paperwork required for enrollment completed. Typically, “New Family Orientation” is scheduled one week prior to the start date.

DAILY SHEETS

For children enrolled in the infant, preschool, and school-age programs, a daily “recap” sheet will be completed to tell you about your child’s day. This chart contains information about toileting, meals, naps, and activities. Some classrooms send electronic daily sheets to parents via email or text.

ROOM TRANSITIONS

Your child will transition to a new classroom when he/she has reached the developmental milestones for a particular classroom. As the time for a transition to a new room approaches, you will receive a letter containing information about your child’s transition into his/her new classroom. Both your child’s current and future teacher is available to address any questions or concerns you have during the transition process. Before the transition into a new classroom has been completed, parents are encouraged to schedule a meeting with the new teacher in order to familiarize themselves with the new classroom, children, and curriculum.

PARENT PARTICIPATION

Parent participation is strongly encouraged in our program. Parent volunteers must provide immunization records for MMR, Tdap, and flu, TB test, and statement of good health. Some possible opportunities to participate and contribute to your child’s Kiddy Club experience:

- Field trip transportation and supervision
- Leading or assisting special projects (sewing, carpentry, cooking, etc.)
- Construction or collection of raw materials for art projects, dramatic play props, etc.
- Eating lunch or snack with your child – please inform the teachers one day in advance
- Volunteering in your child’s classroom

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will typically be held each time your child transitions classrooms and two times per year for our preschool programs. The goal of the parent-teacher conference is to gain insight into your child’s development both in the center setting. During conferences, your child’s development and any goals you may have for your child will be discussed. Parents are encouraged to request conferences whenever they feel it necessary.

PROGRAM EVALUATIONS

Kiddy Club asks parents to complete a program evaluation annually. The information gathered from these anonymous surveys is used by the staff to develop goals for our center and to improve the overall quality of care at our center. A parent’s point-of-view is different from a teacher’s point-of-view. Therefore, parent feedback on the program evaluations is very important to the success of our program and satisfaction of our families.

QUESTIONS/CONCERNS

If you have a question or concern, do not hesitate to bring it to the attention of the teacher most directly involved. If the concern is not resolved, the executive director, Marlett, can be reached at 916-617-7248 or by e-mail at kiddyclubdaycare@gmail.com. The director is available to assist parents and staff in resolving concerns.

Fees and Billing Policies

FINANCIAL AGREEMENT AND TUITION INCREASE

Upon enrollment and any changes to tuition, families are provided a Fee Policy & Financial Agreement. This agreement should be carefully reviewed, checked for errors. Effective January 1, 2019, a rate increase of 3% will be applied each year on all tuition rates. New rates will take effect the beginning of the fiscal year.

PAYMENTS

Effective January 1, 2019, all future enrollments must make childcare payments electronically. Payments can be made with Cash App, Zelle, Venmo, Direct Deposit With Kiddy Club at Safe Credit Union. Cash is strongly discouraged.

Payments are withdrawn on Monday for the upcoming week of care. If a holiday falls on a Monday, payments will be withdrawn from your checking or savings account on the next business day.

PART-TIME ENROLLMENT

Kiddy Club Learning Center generally does not offer a part-time enrollment rate. However, part-time rates may be available if two or more families seeking part-time enrollment are able to coordinate their schedules to occupy **one** full-time spot. For example: Family A attends Monday, Tuesday, and Wednesday. Family B attends Thursday and Friday. Part-time rates are at the discretion of the Director and based upon several factors including number of hours of care needed. Due to the nature of a part-time enrollment, all changes to a part-time schedule must be approved by the Director and cannot be guaranteed.

SUPPLEMENTARY SERVICES/MULTIPLE CHILD DISCOUNT

Families we DO NOT provide any discounts OR Supplementary services at this time.

LATE PICK-UP FEE

Kiddy Club closes at 6:00PM, Monday through Friday. Parents will be charged **\$1.00 for every minutes** a child is present after 6:00PM. Teachers will record late fees for processing. If there is a late pick-up fee, parents will receive a written notice from the Director stating the amount of the late pick-up fee. The fee will be added to your payment the following week.

RETURNED CHECKS/INSUFFICIENT FUNDS

WE DO NOT ACCEPT ANY CHECKS AT THIS TIME.

DELINQUENT ACCOUNTS

Families that are more than 2 weeks behind in payments may have their child care services terminated. For information about assistance programs that will help cover the cost of child care tuition, please speak with the Director. A payment plan must be agreed upon between family and Center before an account will be considered “in good standing” and no longer eligible for termination.

SCHOOL AGE OFF TRACK & SUMMER TUITION POLICY

If a child is enrolled in full-time child care (4 or more days per week), families will be charged the current full-time rate each week. Field trip fees will be assessed with weekly tuition fees; if a child does not attend a scheduled field trip, the fee for that field trip will not be charged.

Holidays and Vacation

PAID HOLIDAYS

Kiddy Club will be closed in observance of the following holidays:

New Year's Day
Labor Day

Memorial Day
Thanksgiving (2 days)

Independence Day
Christmas (2 days)

If the holiday falls on a weekend day, Kiddy Club will close during the week. For example, if New Year's Day falls on a Saturday, Kiddy Club may close on Friday or Monday. Families will be given one month's notice in the event of additional closings.

EXTENDED ABSENCES

In the event that a child needs to take an extended absence, such as a summer break or maternity leave, and wishes to return to the program after a period of time, a fee of 50% of the weekly tuition must be paid each week the child is not present. More than two consecutive weeks of non-payment and no contact with the Director could result in termination of enrollment. Extended absences must be approved by the Executive Director/Director and need to be made at least 30 days before an extended absence.

Emergency Procedures

EMERGENCY MEDICAL/DENTAL PROCEDURE

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows Kiddy Club staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. **It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.**

- If a child becomes ill or injured after arriving at the center, the Lead Teacher will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons on the Emergency Contact & Parental Consent form will be called.
- Children who are ill or seriously injured will be sent to the office and remain under the supervision of the Director and/or Assistant Director until a parent arrives.

If the child requires immediate medical attention:

- The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911.
- A staff member who witnessed the emergency situation will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Emergency Contact & Parental Consent Form.

FIRE, EARTHQUAKE OR OTHER EMERGENCY SITUATIONS

Fire regulations and other warning procedures are posted near the exits in each classroom. Drills are conducted each month; all classrooms are required to participate.

In the event of a fire, Earthquake, or other evacuation emergencies, the children and teachers will immediately leave the building and meet on the sidewalk northeast of the building. In case of a lock down, each classroom has a designated area to seek shelter until the emergency is over. Parents will be called as soon as safely possible following an emergency situation.

For the safety of children, parents, and staff, we ask that parents do not attempt to pick up their child during an emergency situation.

SEVERE WEATHER

The Director and/or Assistant Director will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the center early or cancel care for the following day. Lead Teachers are responsible for contacting parents to inform them of the situation. Routine classroom activities will continue until parents arrive.

MISSING OR ABDUCTED CHILD

- In the event of a *missing* child, the Lead Teacher will search for the child in the immediate area, while another staff member calls the Director and/or Assistant Director to help with the search.
 - If the child cannot be located in a reasonable amount of time, the Director and/or Assistant Director will notify the **Police Department** –and the child's parents.
- In the event of an *abducted* child, the Lead Teacher must **immediately** contact the Director and/or Assistant Director, the Police Department, and the child's parents.

POWER FAILURE

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes.

If power cannot be restored within a reasonable amount of time, the center will close and parents contacted.

- Lead Teachers are responsible for contacting parents to inform them of the closing and of the need to immediately pick up their child.
- Activities will resume as possible until parents arrive.

WEAPONS

Kiddy Club will not permit or tolerate the possession, display, or use of weapons by any person on school premises or vehicles, while the person is participating in or attending Kiddy Club events and activities, or while the person is away from school grounds if such conduct directly affects the good order and management of the District. Students who violate this policy may be subject to expulsion and/or other disciplinary action. Weapons shall be taken from students and others who bring them onto school premises, vehicles or to school activities. Violations of this section will be reported to law enforcement agencies in accordance with law. Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons for educational purposes on a limited basis.

Definition.

Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon. An object which has a school-related purpose but which is used to threaten or inflict injury will also be considered a weapon. Weapons include, but are not limited to, knives of all types, guns, firearms, fireworks, explosives or other chemicals, and simulated (including toy) weapons.

Sanctions.

Students may be subject to expulsion for violating this policy. The administration may impose a lesser sanction if in their judgment all of the circumstances surrounding the incident warrant a less severe sanction. The following serve as guidelines for the administration when weapons which are not firearms are involved.

1. Suspension for three to five days for possession of a weapon.
2. Suspension for five to ten days for display of a weapon.
3. Suspension with recommendation for expulsion for displaying a weapon in a threatening manner or for use of a weapon to inflict harm or injury to another person or for placing others in imminent danger.

Parents Agreement:

Kiddy Club has reviewed the handbook with me. I agree with the following KC policies:

Parents Name _____

Parents Sign: _____

Child/Children's Names: _____

Special Request/Needs: _____

Directors Sign: _____

Todays Date: _____