

# KIDZ KORNER



## Parent Handbook

### ***Mission Statement***

Kidz Korner of Brownsburg is dedicated to providing excellent child care in a loving, safe and nurturing environment. Each child will be encouraged to grow to their fullest potential socially, emotionally, physically and intellectually. Children will play, discover and learn about their everyday environment and about themselves. Kidz Korner strives to be a home away from home for you and your child!

### **Kidz Korner**

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*Welcome to Kidz Korner Child Care & Preschool!*

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# ***Welcome to Kidz Korner!***

We are delighted that you have considered Kidz Korner to provide care for your child. You and your family are encouraged to visit our facility prior to the first day of enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier.

The *Parent Handbook* has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The staff at Kidz Korner would be glad to address any of your questions or concerns. Once again, welcome!

*Sincerely,*

*Kathy Kallner*  
***Kidz Korner Owner***

*Kristen Hines*  
***Kidz Korner Director***

## **Kidz Korner Philosophy**

Our philosophy is to support all areas of child development in a safe and nurturing environment. Our goals are to give children a sense of self-worth by helping them develop at their own pace while learning essential skills. We want the children to feel confident and secure enough to explore and grow in a stimulating environment, both educationally and socially. We are committed to supporting all aspects of a child's growth in an atmosphere of respect. Your child is an individual who is an integral member of a group, and whose uniqueness is acknowledged and appreciated.

### **We believe...**

- That children are precious and must receive care from adults who are capable and caring--whose values enable them to be excellent role models.
- That children should experience numerous positive learning milestones, leading to an increased sense of competence and independence.
- That children's play is extremely vital to healthy physical development, acceptable social skills, and cognitive growth.
- That teachers, drawing upon their training and experience, must create an appropriate educational environment which carefully guides children from one developmental, and cognitive, level to another.
- That parents contribute to, and enhance the quality of care offered at Kidz Korner.

## Description of Programs

Kidz Korner of Brownsburg is a place for love, growth, and discovery. We provide developmentally appropriate programs and activities based on the Indiana Academic Foundations for Early Childhood Education. All of our programs are centered around four essential components of development – social, emotional, physical and intellectual. Here are the programs offered at Kidz Korner:

**Caterpillars:** 6 weeks – 12 months

**Ladybugs:** 12 months – 24 months

**Bumblebees:** 24 months – 36 months

**Grasshoppers:** 3 years – 4 years

**Dragonflies:** 4 years – 5 years

## Classroom Description and Daily Routines

### **Caterpillars (6 weeks-12 months):**

The beginning of wonderful pre-school memories starts in our infant room. Our babies are cared for by friendly, enthusiastic, and responsive caregivers in a calm and happy environment. Our room resembles a relaxing home atmosphere with cribs, age appropriate toys, bouncers, high chairs and a comfy rocking chair. Your little one's daily needs are addressed with smiles and frequent eye contact. Loving interaction between baby and caregiver is given during diaper changes, feedings, rest time, and playtime. The babies are talked to about what they are seeing and experiencing thus encouraging their vocabulary development. Songs are frequently sung and soothing music is played during naps. There is plenty of cuddle time and babies are given plenty of individualized attention.

At this age, each child's schedule is uniquely different and therefore requires individual attention and support. Please talk more with our director and staff about your infant's needs and daily routine. Your child's happiness and comfort is our first priority as we provide you with a safe and secure program.

## Butterflies (12 months-24 months):



### TODDLER SCHEDULE



The Butterflies Program provides a nurturing environment with structure that allows the children to grow and learn while feeling safe and comfortable. The children are given daily opportunities to explore and learn through age appropriate toys and projects. They are encouraged to use their words to express their needs and wants. Activities are developed to create learning and social experiences through play, exploration, and projects.

<b>TIME</b>	<b>ACTIVITY</b>
7:00-8:45 AM	arrival, free play time
8:45-9:00 AM	clean-up, diapers, wash-up
9:00-9:30 AM	morning snack, wash-up
9:30-10:00 AM	story time, read books
10:00-10:30 AM	music, song, dance time
10:30-11:00 AM	blocks & sensory play
11:00-11:45 AM	outdoor play/inside physical activity
11:45-12:00 PM	clean-up, diapers, wash-up
12:00-12:30 PM	lunch time
12:30-12:45 PM	clean-up, diaper check, calm music
12:45-2:45 PM	rest time
2:45-3:00 PM	diapers, wash-up, quiet play
3:00-3:30 PM	afternoon snack, wash-up
3:30-3:45 PM	project time (drawing, playdoh), puzzles
3:45-4:30 PM	outdoor play/inside physical activity
4:30-5:30 PM	pick-up time, free play

\* Subject to change per infant's schedule.

The children will also be introduced to a class routine. The routine is flexible and is adjusted to meet the needs of the toddlers. They begin to eat, sleep, and play at the same time each day. The students are introduced to colors, numbers, shapes, and letters. At this age, your child is developing rapidly, therefore a wide assortment of equipment and materials will be available to challenge each child at every level.

## Bumblebees (24 months-36 months):

The weekly themes in the Bumblebee room promote independence through child-centered and teacher directed activities throughout the day. Self-help skills such as eating, potty-training, hand washing, and independently cleaning up are among the skills taught in this room.

The Bumblebee Program introduces students to circle time activities including calendar, weather, counting, story time, and songs. Each activity is developmentally appropriate to promote taking turns, cooperating and sharing with peers, and expressing feelings in appropriate manner.

7:00-8:00am	Arrival
8:00-8:30am	Free Play
8:30-9:00am	Circle Time/Music Time
9:00-9:30am	Wash Hands & Morning Snack
9:40-10:10am	Outside Time
10:15am	Wash Hands
10:30-11:00am	Art/ Language
11:00-11:30am	Wash Hands & Lunch
11:30-12:00pm	Diapers/Free Play
12:00-2:00pm	Rest/Quiet Time
2:00-2:15pm	Change Diapers
2:15-2:45pm	Wash Hands & Snack
2:45-3:15pm	Outside Time
3:15pm	Wash Hands
3:20-4:00pm	Math/Science
4:00-5:00pm	Free Choice/Pick-Up

## Grasshoppers (3 years – 4 years):

A child's feeling of independence and social interaction with others is what the Grasshopper room is all about. This program revolves around the children learning to help themselves and get along with others.

During the course of the day, children are encouraged to make choices for themselves, cooperate with others as well as listen and follow directions. The classroom teachers lead the children in small and large group activities, such as movement, read-a-loud stories, circle time and art activities. The children are encouraged to make friends, share and communicate with their classmates. The children are also prompted to use the bathroom on their own, although assistance is given if necessary.

In preparation for the Dragonflies classroom, the Grasshoppers work on their hand writing skills, colors, shapes, letters, and numbers. The goals of this program focus upon the four main areas of child development: Social/Emotional, Physical, Cognitive, and Language development.

## Dragonflies (4 years – 5 years):

What makes pre-school fun? What makes a child want to learn? It is the Dragonflies program at Kidz Korner! Our safe and enriching program focuses on all aspects of creative learning. Hands on activities encompass exciting weekly themes which include nutrition, cooking, holidays, dinosaurs, and safety, to name just a few.

The Dragonflies rotate to a variety of learning centers which offer items to help stimulate young imaginative minds. Literacy is introduced with the letter of the week, creative writing, circle time readings, and our Camera Word program (early reader sight words).

### Daily Schedule

7:00 - 9:00 a.m.	Arrival Activities
9:00 - 9:30 a.m.	Wash Hands & Morning Snack
9:30 - 9:50 a.m.	Circle Time
9:50 - 10:10 a.m.	Large Group Activity
10:10 - 10:30 a.m.	Center Time
10:30 - 11:00 p.m.	Outdoor Play/Indoor Gross Motor
11:00 - 11:20 p.m.	Small Group Time
11:20 - 11:50 p.m.	Center Time
11:50 - 12:00 p.m.	Restroom/Hand washing
12:00 p.m.	Lunch
12:50 p.m.	Story Time
1:00 - 3:00 p.m.	Rest Time/Quiet Time
3:00 - 3:15 p.m.	Wake-Up/Restroom/Hand washing
3:15 - 3:45 p.m.	Afternoon Snack Time
3:45 - 4:15 p.m.	Centers of Choice
4:25 - 5:00 p.m.	Outdoor Play/Indoor Gross Motor
5:00 - 5:30 p.m.	Free Play/Games/Dismissal

### Daily Schedule

7:00 - 9:00 a.m.	Arrival Activities
9:00 - 9:30 a.m.	Wash Hands & Morning Snack
9:30 - 9:50 a.m.	Circle Time
9:50 - 10:10 a.m.	Large Group Activity
10:10 - 10:30 a.m.	Center Time
10:30 - 11:00 p.m.	Outdoor Play/Indoor Gross Motor
11:00 - 11:20 p.m.	Small Group Time
11:20 - 11:50 p.m.	Center Time
11:50 - 12:00 p.m.	Restroom/Hand washing
12:00 p.m.	Lunch
12:50 p.m.	Story Time
1:00 - 3:00 p.m.	Rest Time/Quiet Time
3:00 - 3:15 p.m.	Wake-Up/Restroom/Hand washing
3:15 - 3:45 p.m.	Afternoon Snack Time
3:45 - 4:15 p.m.	Centers of Choice
4:25 - 5:00 p.m.	Outdoor Play/Indoor Gross Motor
5:00 - 5:30 p.m.	Free Play/Games/Dismissal

Calendar time introduces them to the days of the week and the months of the year. Patterns, graphing, simple math, and science activities are also included in the weekly program.

Music, movement, and playground times are a favorite part of each day. The children's art is proudly displayed around the room. Fine motor skills are used daily as they participate in themed take home projects. Their individuality is appreciated and their achievements are applauded.

Positive discipline methods are used so the children do not feel singled out or embarrassed. Preparing these young minds for kindergarten is a primary goal of the teachers as they encourage verbal skills, teach self-help skills and promote self-assurance. The Goals for this program are listed below:

### **Curriculum Goals:**

#### **Cognitive Development:**

- To recognize objects, people, and self
- To imitate actions of others
- To develop decision-making capabilities
- To develop problem-solving skills
- To develop language skills
- To establish reading readiness skills
- To develop planning skills
- To develop math skills
- To enhance creativity
- To begin to understand scientific and physical concepts

#### **Physical Development:**

- To refine sensory abilities
- To develop large muscle abilities
- To develop small muscle abilities
- To develop hand-eye coordination
- To refine visual discrimination
- To refine listening skills

#### **Social Development:**

- To acquire social skills
- To cooperate with others
- To respect materials
- To respect other people
- To appreciate and value differences

#### **Emotional Development:**

- To be able to express feelings
- To develop a concept of self
- To develop self-control
- To develop positive self-image
- To develop the ability to stick with a task to completion



## **Meals and Snacks**

At Kidz Korner, children are provided a nutritious morning snack, lunch, and afternoon snack. Kidz Korner follows the nutritional guidelines established by the Child and Adult Care Food Program. Menus will be posted on the bulletin board near the main entrance. You may request a copy to take home if you would like.

Children will be encouraged to sample all foods that are offered, but will never be forced to eat. 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 Allergy 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.

## **Immunizations, Health Records, and Birth Certificate**

Indiana State Law requires that each child have a copy of their Birth Certificate and record of a physical examination on file. For children 2 years of age and under, a record of annual physical examination must be maintained. In addition, each child must have a record of all required immunizations on file within 30 days of enrollment.

## **Smoking and Alcohol Policy**

**No smoking** is allowed on the premises. Please extinguish your cigarettes safely before entering onto Kidz Korner property. All staff are not permitted to smoke on the property. Alcoholic beverages will not be served or consumed by the staff or any other person on the property.

## **Confidentiality Policy**

All information pertaining to admission, health, family or discharge of a child is confidential. All staff records are confidential.

## Health and Illness Policy

Our first priority at Kidz Korner 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 that prevents the child from participating comfortably in activities (as determined by the staff); an illness that requires 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 100.4 degrees Fahrenheit or higher
- diarrhea for 2 consecutive diapers or toilettings
- vomiting in excess of typical infant spit-ups
- conjunctivitis (“pink eye”)
- rash until a physician determines that these symptoms do not indicate a communicable disease
- persistent complaints of ear or stomach pain
- bleeding other than minor cuts and scrapes
- greenish nasal discharge, indicating possible infection
- head lice
- coughing that disrupts the child’s behavior or other children’s nap time.

If your child develops any of the above conditions while at Kidz Korner, we will contact you and request that you pick up your child. In the event your child is sent home due to illness, he or she will not be allowed to return until they have been **symptom-free (without medications) for a full 24 hours, or until accompanied by a signed note from your child’s doctor.** We understand the inconvenience when your child is sent home, however please know this policy is in place to help prevent the unnecessary infection of your child and all the children in our care.

Costs incurred from the treatment of any injury or illness occurring to your child within the program is the responsibility of the parent/guardian.

## Emergency Medical Care

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 the Kidz Korner staff members to seek emergency medical 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:**

1. 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.
2. 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.
3. The Director or Assistant Director will contact the parent(s).

**Medication Administration**

Indiana State Law requires that any medication brought into a licensed child care facility for a child be properly documented.

**Prescription medications** - Must include the pharmacy label with the child's name, the name of the medication, the date the medication was ordered, dosage instructions, and physician name.

**Over the counter medications** - Must be accompanied by a written physician's order containing the same information required for prescription drugs. Medication cannot be administered by Kidz Korner caregivers without all required documentation. Medication must be signed in daily by the parent on the Daily Medication Record, and placed in the locked medicine cabinet or refrigerated tote bag. This procedure is strictly followed to comply with State Law and to protect the well-being of your child. Medication will not be administered outside these regulations.

**SAMPLE OF: Authorization to Administer Prescription & Non-Prescription Medication**

I authorize Kidz Korner to administer the following medication (if applicable)

Child's Name \_\_\_\_\_

Name of medication \_\_\_\_\_

Dosage to be given \_\_\_\_\_

Times to be given \_\_\_\_\_

Duration of medication \_\_\_\_\_

Authorization ends (date) \_\_\_\_\_

Special instructions for administering \_\_\_\_\_

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## **Meeting the Needs of Children with Special Needs**

All the children we serve in our program deserve special attention. The goal of our program is to serve all children to the best of our ability. When children come to our program with identified special needs, we have the following policy:

- When you enroll your child, please make sure you include with the application any information regarding your child's needs, including an IEP or other available assessments.
- You are welcome to schedule a parent/teacher conference to assess what accommodation the child may need while attending this program to ensure your child's need can be met.
- If minor modifications need to be made, this will be addressed, and evaluation of modifications will be made to ensure the child's needs are being met.
- Parents will be expected to be involved with the staff in setting goals for the child, and that the goals are consistent with any goals established in an IEP.
- Child care staff will follow through with activities and interactions recommended by other professionals working with the child (this means that the staff are aware of the recommendations and goals for the child).
- As much of the professional intervention that is needed as possible, will be carried out within the regular activities in the classroom.
- No changes will be made to the child's placement or enrollment in a specific classroom without a parent conference to address and come to mutual conclusion about recommendations for the child.

### **Emergency Plan**

#### **Parent Notification**

In the case that there is an emergency preventing children from being cared for the director or staff member will notify all parents immediately, and children will need to be picked up immediately. This includes, but is not limited to: provider's illness, contagious illness of any member of the staff, fire, severe weather (\*see fire, tornado policies), provider's injury, or any severe circumstance that prevents the children from being care for at Kidz Korner. If parents are unable to be reached, emergency contacts will be used. In the case of severe or contagious illness, children will be separated from the contagious party until picked up.

## **Fire**

In the case of a fire, children will be evacuated through the back 3 doors in the main building and the back door of back building. Children will be moved to our “safe spot” on the property which is the large tree located at the back of the property. Parents will be notified from there and be expected to pick up their child(ren) immediately. If parents are not able to be reached, the “Persons Authorized to Pick Up” list will be used to reach someone available to pick up your child(ren). This evacuation plan will be used in any other case that evacuation from the building(s) is necessary.

## **Severe Weather/Tornado Shelter**

In the case of severe weather including severe thunderstorms with strong winds and tornado, children will be moved to the hallway in the center of the main building. The hallway does not contain windows.

## **Alternate Care and Substitute Policy**

In the case that one or more staff members become ill or have a personal/family emergency and have to leave Kidz Korner, another staff member will fill in their place. Parents will be notified if another staff member must fill in.

## **Parent Back-up:**

You as a parent are required to have a back-up plan for care in the case that Kidz Korner is closed, unable to care for children, or your child should fall ill, hurt, or contagious. The back-up plan must be accountable. Emergency contacts may be used in the cases listed above.

## **Discipline and Guidance Policy**

At Kidz Korner the term guidance is used for several reasons. It is a positive term and implies working with the children to develop internal control of their behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices. Guidance takes several forms within our care:

- **Environment** - A place designed for children. Each room is age-appropriate in furniture size, large and small manipulates, and supplies required for hands-on experiences.

- **Logical Rules** - Such as keeping our hands to ourselves and taking care of the learning environment. These are discussed with the children as well as why such rules are needed.
- **Curriculum** - Is developmentally appropriate, based on the children's interest and level of readiness.
- **Positive Behavior** - We reinforce the behaviors we wish to see repeated.
- **Redirection** - Often interesting a child in another activity can eliminate potential difficulty. We might ask a child to help us or send a child to a different area to play.
- **Positive Reminder** - Telling the children what we want them to do rather than using "no" or "don't."
- **Renewal Time** - Occasionally, as a last resort, a child needs to be removed from the situation for a brief time out. This allows the child time to calm down and consider an alternate behavior.

### Difficult Behavior

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of our children! A parent may be called at work or home at any time the child exhibits uncontrollable behavior that cannot be modified by the Kidz Korner staff. The parent may be asked to take the child home immediately. In cases where a child is physically harming themselves, another child, or a teacher, then the child may be restrained to protect injuries from occurring. The following steps may be taken regarding children who display chronic disruptive behavior, upsetting to the emotional or physical well-being of another child or an adult.

**Initial Consultation:** The director may request that the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the director, teacher, and parent or guardian.

**Second Consultation:** If the initial plan for helping the child fails, the parent will again be asked to meet with the director and teaching staff involved. Another attempt will be made to identify the problem, and establish a new, or revised, approach for solving the problem.

**Disenrolled:** When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be disenrolled from Kidz Korner at the discretion of the director. The director can dis-enroll any child for physically harming another child, or teacher, repeatedly without going through the consultation process.

**NOTE:** Corporal punishment will not be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.). No unusual punishment will be allowed such as humiliation, ridicule, threat, or coercion.

### **Family Communication**

Proper communication between our parents and the teachers and staff of Kidz Korner is extremely important. Teachers will be sending home information on a regular basis. Infant and toddler parents will receive daily reports. You are welcome to call to arrange a meeting with your child's teacher, even just to become better acquainted! Concerns about any aspect of our program, or your child's care, may be expressed to the director. Each child is provided with a cubby. Please check these daily for notes, newsletters and daily reports.

### **Family Conferences**

Family conferences will be offered each year prior to the fall semester. You may schedule a conference at any time with the Director or your child's teacher if questions or concerns arise.

### **Open Door Policy**

We maintain an open-door policy for parents. This means that you are always welcome to call or drop in to see your children at any time during regular child care hours. This policy does NOT mean that the doors will be kept unlocked. We believe that it is extremely important to keep the doors locked for the safety of the children. We do not want unwanted or unexpected visitors to enter without permission. Your child's safety is our first priority.

### **Field Trip Policy**

In the event that a field trip is planned, a permission slip will be provided to parents with the following information: where we are going, what time we are leaving, when we will return, transportation there and back, chaperon needs, and any other pertinent information. Permission slips will be kept in the child's file. Parents are welcome to attend field trips.

Children will only attend field trip if the parent has signed and returned a permission slip. Children without signed permission will stay behind with one of our other teachers, who will provide activities for them on site.



## **Child Abuse Policy**

In accordance with Indiana State Law, all staff of the Kidz Korner Child Care Center are mandated reporters and are required to report any suspected abuse, neglect, or maltreatment on the part of an employee, parent, or volunteer. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise is prohibited. Any means of corporal punishment will not be tolerated. Additionally, withholding or using food, rest or sleep as a punishment is prohibited. If any type of abuse or neglect is suspected it will be reported to the Indiana Department of Child Services, CPS Unit.

## **Safety Policy**

Kidz Korner is a smoke-free environment. Smoking is prohibited on the property. In addition, weapons, alcohol, drugs, and tobacco are prohibited. Children are not allowed to bring any toy weapons or toys that represent violence of any sort.

## **Child/Staff Ratio Correction Policy**

Kidz Korner strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a “first come first served” basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

## **Enrollment, Tuition, and Hours**

**Hours of Operation:** 7:00 a.m. – 5:30 p.m. Monday thru Friday

### **Childcare / Preschool Rates:**

6 weeks – 24 months:	\$226.00/week
2 years – 4 years:	\$206.00/week
4 years – 6 years:	\$196.00/week

## **Enrollment Fees:**

The following fees must be received prior to your child's first day:

- Security Deposit (non-refundable) equivalent to one week's tuition
  - A spot will only be held for your child when this fee has been received.
  - This fee will be applied to the last week of enrollment for your child if proper 30-day notice is given.
- First week's tuition fee (may be brought on child's first day)
- Supply fee

## **Payment Schedule:**

**Payments will be made in advance, and are due no later than drop-off time Monday morning each week.** If payment is not made on the first day of the week, a \$10.00 late fee will be charged to my account. An additional \$10.00 per week will accrue until bill is paid in full.

## **Overtime Rates & Late Fees:**

**Late Pick-up Fee:** \$1.00 / minute

\*The late pick-up fee will be charged, per child, if you arrive to the facility after 5:30 p.m. More than 3 late occurrences within a calendar year could result in termination of service.

**Late Payment Fee:** \$10 per day – beginning @ 5:30 p.m. Monday

**Returned Check Fee:** \$35 and any additional fees incurred

## **Withdraw from Kidz Korner**

A **30-day notice** is required to withdraw your child from Kidz Korner. The security retainer will be credited towards your child's last week of enrollment should your account be at a zero balance and a 30-day notice is given.

## **Arrival and Departure**

The well-being of our children is always our primary concern. Children may arrive as early as 7:00 AM and must notify the center in advance, if your child will be arriving after 10:00 AM (due to a doctor appointment or other unusual circumstance). Children must be escorted into the classroom and presented to a staff member. All children must be signed/clocked in upon arrival and signed/clocked out upon departure. Parents will have the opportunity to designate authorized escorts on the initial Kidz Korner Intake Agreement. If someone other than the parent/legal guardian or authorized escort will be picking the child up, we must be notified in writing by the parent/legal guardian in advance. We will not release a child without proper verification. We reserve the right to request identification from anyone picking up a child from Kidz Korner.

We also reserve the right to prevent the release of a child to anyone, including a parent or authorized escort, if we feel that person may be under the influence of drugs or alcohol that the child's safety may be in jeopardy for any reason.

### **Late Pick-Up Procedure:**

If parents do not arrive to pick up their child on time, 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 Owner and/or Director will be notified and she will then notify the Department of Child Services if necessary. We realize job pressures, traffic, and weather conditions occasionally affect your ability to arrive on time. Our staff will make every attempt to communicate with parents when they are late at pick-up time.

### **Authorization to Release a Child:**

A child will be released to parents and those adults identified by the parents as authorized to pick-up their child. If another adult comes to pick up your child, we will release the child only through notification in writing from the child's parent. Proper I.D. must be given before the child is released.

### **Absences:**

If your child will be absent for the day, please notify by **8:30 a.m.** that morning. If your child will be absent for the week, payment must be received the Friday prior to the scheduled absence in order to secure your child's space. Payments not received by Monday morning will be assessed the \$10 per day late fee.

### **Holidays**

Kidz Korner observes the following days as PAID holidays, (Both childcare and preschool will be closed):

1. Jan. 1 – New Year's Day
2. May 27 – Memorial Day
3. July 3 or 4 – Independence Day
4. Sept. 2 – Labor day
5. Nov. 28 and 29 – Thanksgiving
6. Dec. 24 and 25 – Christmas Eve and Christmas Day

\* If a holiday falls on a Saturday or Sunday, Kidz Korner will observe that holiday on the closest weekday.

### **Damages**

Both Kidz Korner and I will make every effort to teach my child to use materials carefully and to avoid damaging property that belongs to others. However, in the case of damage over \$20.00, I agree to cover the cost of replacement and repair.

### **Inclement Weather**

Kidz Korner does not normally close for inclement weather, unless the state has issued a state of emergency warning due to weather conditions and advises against driving. Full tuition will be expected if Kidz Korner must close due to weather-related conditions where there is a power or water outage, or other unsafe conditions for the children in care. Parents will be notified to pick up their child should a power or water outage occur while children are present.

### **Supply Fee and List**

There will be a \$35 bi-annual fee\* charged to cover everyday supplies used to care for your child(ren). All supplies must be labeled with your child's name. You will need to provide the following things to be left here.

- 1 complete change of clothes (more if we are toilet training). This includes shirts, pants, socks, and underwear
- A blanket and pillow for rest time
- Any over the counter medication that you may wish to be used. Please remember, a Medical Authorization form must be included. Kidz Korner will always ask permission before administering any medication.
- Proper outerwear for outside play

### **Infants and Toddlers:**

- Diapers and/or pull-ups to accommodate your child
- Diaper cream
- Bottles
- Pacifier or comfort items
- Formula or breast milk (If you are breastfeeding, please discuss with your child's teacher when your child should be fed, and when or if you would like to come in and feed your child)
- Plenty of extra clothes

\*This rate is subject to change.

### **Policy Agreement**

Please carefully read, sign, and return the following form to the director:

**I have read the Kidz Korner Parent Handbook and agree to abide by all the policies and procedures therein. I agree to pay the following tuition amount and understand that these may change depending on schedule and rate adjustments.**

I am contracting with Kidz Korner for child care/preschool

for \_\_\_\_\_,  
(Child's Name)

Date of Birth \_\_\_\_\_.

This contract is valid starting the week of \_\_\_\_\_.

Weekly rate of \_\_\_\_\_ for the days and hours of:

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

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**Parent/Guardian Signature**

**Date**