Parent Handbook

Mission Statement

Our caring and dedicated staff take great pride in offering safe, affordable, high quality childcare for children of the Monroe community. In doing so, we support families in their efforts to reach their goals; we provide a support system for our parents that encourages involvement and communication. It is our mission to provide a home-like environment where children are encouraged to develop at their own pace.

Our staff is committed to the families we serve, providing support and encouragement through our main principles. Another goal is emotional growth; to provide emotional growth we offer times where the children can build confidence, make choices within their limits, and have a warm atmosphere where we can encourage curiosity and a sense of wonder. We also encourage social skills by instilling a sensitivity towards others and recognizing not only group needs but also individual needs. Along with that we provide intellectual growth by providing a positive atmosphere that allows exploration, encourages independence, and a variety of activities. We also provide physical growth by providing indoor and outdoor activities that encourage large motor movement.

Food, Rest, and Field Trips

Food

A nutritional lunch and two snacks are provided daily for each child in care. Breakfast is provided for children arriving before 7:30 at no charge. Children are encouraged to eat our meals and snacks, outside food is discouraged unless for special dietary needs.

Rest

All children are provided with a nap and rest period. Clean sheets and mats are provided for each child. Infants are provided with their own cribs. Children are encouraged to bring a blanket from home and bring their blankets home each Friday to wash. During rest period quiet activities are provided for children after 45 minutes of rest time.

Field Trips

When field trips occur you will be notified one day prior to the field trip. You will be notified of the place, time of departure, time of return, mode of transportation, and any items needed for the field trip. Permission slips and or sign-up sheets will need to be signed in order for your child to accompany us. Children attending field trips must be fully potty-trained and a minimum of age 4.

Financial Policies

Registration Fee

A non-refundable $60.00 registration fee is charged per child at the time of enrollment and yearly for full-time children, yearly registration fees will be collected each January.

Payment

Childcare is paid in advance of care. Tuition is due by the Friday before care begins for a minimum of TWO WEEKS in advance, including holidays. Accounts not paid as agreed will on Monday of that week, incur a late fee of $25.00 and $1.00 a day for every day the account has an unpaid balance. Accounts not paid by Tuesday may be denied care.

Contracted Time

Tuition fees reflect charges for contracted periods of time. Additional care past contracted time MUST BE SCHEDULED IN ADVANCE WITH THE DIRECTOR and is available at the posted hourly rate. Parents whose children are in care past the contracted time without approval will be charged $1.00 per minute for children not picked up on time, as agreed.

Financial Policies (cont.)

Absences

Absences CANNOT be refunded due to on-going supplies and staffing costs. It is helpful to think of your childcare spot as something you purchase. It belongs to you whether you use it or not.

Policies and Procedures

Discipline

At Kiddy Korner Childcare Center we seek to create an interesting and exciting environment for children. “Rules” are established only to provide safe and fair guidelines in which the children may participate equally and freely. Adult supervision and guidance is always available. Guidance techniques are positive, fair, consistent, and related to the child’s behavior and individual needs. We seek to avoid behavior problems through reinforcement of appropriate behavior, offering positive alternatives to misbehavior, and continually teaching the tools which provide for self-discipline. Corporal punishment is never used.

Policies and Procedures (cont.)

Medicine

In the event it is necessary to administer medicine to a child during the school day, written approval from both parent and physician is necessary. Forms are available upon request. Medications must be in the original containers with the name of the child, medication, dosage, mode and time of application, and the name of the physician prescribing the medication.

Illness

Please make alternative arrangements for your child when ill. Children at school are assumed to be well enough to participate in all scheduled events and activities including outside play. If your child becomes ill at the center the child will be separated from the group and the parent will be called to take the child home. Children MUST be symptom and fever free for 24 hours without medication before returning to school.

Immunizations

Immunizations must be on record at the center and kept up-to-date.

Policies and Procedures (cont.)

Toilet Training

Toilet training is initiated with a consultation with the parents or guardian. We use positive reinforcement with cultural sensitivity and follow the routine established. Our toddlers use the bathroom adjacent to their classroom. The child is helped with clothes, cleaning up, and washing their hands.

Clothing

Dress your child casually and ready for play. Many of our activities are messy and we do not wish to ruin special clothes. We go outside every day, rain or shine please dress for the weather. At least one set of extra clothing is recommended. Please label all clothing. We do not provide extra clothing.

Items from Home

We ask children to leave items at home excluding designated show and tell days. Please check with your child’s teacher for when show and tell day is.

Birthdays

Store bought treats are welcome to celebrate your child’s birthday.

Policies and Procedures (cont.)

Sign In

Please remember to sign your child IN and OUT every day. You will be provided with a pin to sign your child in and out on our lap top.

Child Protection

We are required by law to report any suspected child abuse, neglect, or exploitation. The director will contact CPS and the Police Department. In the event a child is left at the center past closing, CPS and the police will be notified.

Vacation

One week of vacation time is allowed each year for full time children. Vacation time may not be used for sick time and is limited to one week.

Disenrollment Policy

Kiddy Korner Childcare seeks a solid partnership with our families as a basis for children’s success in our program. Because Kiddy Korner’s child centered/family approach seeks to accommodate a wide range of individual differences, it is only on rare occasions that a child’s/families behavior may warrant the need to find a more suitable setting for either a short term or permanent basis. We will do everything possible to work with you to avoid a child’s disenrollment from the center. The following are some reasons why we would have to disenroll a child or family from the center:

Child’s actions

* Child unable to adjust to the program after a reasonable amount of time
* Ongoing physical or verbal abuse to staff or other children
* Ongoing uncontrollable tantrums/angry outbursts
* Excessive biting

Policies and Procedures (cont.)

Parental Actions

* A parent or guardian fails to abide by our policies or requirements imposed by the appropriate licensing agency.
* Non-payment of tuition.
* A parent or guardian demands special services that are not provided to other children and cannot reasonably be delivered by the program.

Immediate Causes of Disenrollment

* A parent or guardian is physically or verbally abusive or intimidating to center staff, children, or anyone else at the center.
* Potentially dangerous behavior by parent or child.

The decision to disenroll a child from Kiddy Korner is a difficult one for both the center and the family. In all cases, Kiddy Korner’s goal is to act quickly, thoughtfully, and thoroughly to communicate, address, and resolve concerns relating to the children in our care.

Steps of Disenrollment

* Teacher documentation of Incidents on an incident report
* Meeting with Parents with Director to come up with a behavior plan
* 2 week notice of disenrollment

Transitions

Transitioning from Home to Kiddy Korner

We are here to help with transitioning your child to begin attending our Program. You are welcome to come with your child for a few hours prior to their start date to visit their classroom and get to know their teachers. Separation anxiety can occur for some children. To help with this transition we encourage children to come consistently and have a consistent routine every morning when arriving; for example: walking in, hanging their coat, and giving mom or dad a hug at the door before departure. Teachers are there to support you during this process.

Policies and Procedures (cont.)

Transitioning from classrooms

Children will move from class to class as they are not only of age but also ready developmentally. When this occurs the director will consult with the parent first and then begin the transition process. Your child will first begin visiting the class he or she will be moving into and when appropriate move up permanently

Transitioning from Pre-K to Kindergarten

It is our goal for every child who transitions from Pre-K to Kindergarten not only be ready academically but also in every other area. We will do an assessment at the end of the school year for children going into Kindergarten so parents and teachers have an idea of where their children are at when beginning Kindergarten. We love having a partnership with our parents during this process

Access to Center

Parents are welcome to free access to the center and their child’s classroom at any time without notice. During time of enrollment you will be given a code to enter the building, we ask Parents to keep their codes private for security purposes. In addition we ask parents to not open the door for others for our safety and security.

Non-Discrimination Policy

It is the policy of this center that no child shall be subject to discrimination because of race, creed, color, national origin, sex, religion, or any disability. We actively work to break down stereotypes so that children will think well of themselves and respect others.

Policies and Procedures (cont.)

Religious Practices

Our center has no religious practices and we respect the rights of the children in our care to observe the tenants of their faith, consistent with State and Federal laws. No child will be discouraged or punished for exercising this right.

Credentials and Communication

Staff Credentials

The staff is committed to providing a quality program for young children. Teachers have Early Childhood Education and or STARS training. All staff members hold current First Aid, CPR, and Health cards. All employees are background checked upon joining our team.

Parent-Teacher Communication

Daily communication is essential. There is always time to share information and express concerns that you may have about the care of your child. We ask parents to keep in mind that our teachers are fully committed to the care of all children during class time when picking up and dropping off. Please bring your concerns to management and management team will meet with teachers to resolve all issues. We too will keep you informed of your child’s development. Conferences may be arranged upon request.

Disaster Plan

Our disaster plan is available in the front office on our Parent Board. Parents are encouraged to review it upon enrollment

Schedules

Infant Room Schedule

 The infant room is open from 5:30 in the morning to 6:30 at night. Our infants eat and sleep on demand. Children in the infant room will eat when they are hungry and sleep when they are tired and we are happy to accommodate them. Throughout the day the teachers will talk and sing with your child. The teachers will spend one on one time with each of the children. They will continuously talk to them about various items, and things your child is exploring to help them hear and understand language and the world around them. We encourage our teachers who speak different languages to talk with them in their native tongue as well as English. When weather is permitted we will take the children outside four at a time with two teachers.

Waddler, Pre-Toddler, and Toddler Schedule

7:00am – open classroom

8:00am – free play

9:00am – snack

9:15am – free choice/art/All centers open

10:30am – outside play/sensory

10:50am – group time/All centers open

11:15am – lunch

12:00pm – nap

2:00pm – quiet activity/small motor activity/puzzles, books, etc.

2:30pm – snack

2:45pm – story time

Schedules (cont.)

3:00pm – group play – art/all centers open

3:30pm – outside play

4:30pm – inside group play/all centers open

6:00pm – close room

Preschool 2 Daily Schedule

6:30-:645 Room opens/welcome children/bathroom time

6:45-7:45 Breakfast available/free play/all centers open

7:45-8:45 free play/ all centers open

8:45-9:00 Bathroom time/washing hands

9:00-9:20 Snack time

9:20-9:40 Group time/ all areas open

9:40-10:30 Bathroom time/free play/ all areas open

10:30-11:15 outside time/ Large Motor/ free play

11:15-11:30 Bathroom time/wash hands for lunch/songs and stories/ all areas open

11:30-12:00 Lunch time

12:00-2:00 Rest time/centers open

 \*art \*playdough \*puzzles \*books

2:00-2:30 Bathroom time/all centers open/ free play

Schedules (cont.)

2:30-2:50 Snack time

2:50-3:00 Group time/ all centers open/ free play

3:00-3:30 free play/all centers open

3:30-4:15 outside time/ large motor/ free play

4:15-4:30 Bathroom time/ free play/ all centers open

4:30-5:00 free play/ all centers open/ goodnight

Preschool 1 Daily Schedule

7:30-9:00 Room opens/Welcome Children/Work

 Time/Free play/all areas open

9:00-9:15 Snack

9:15-10:00 Bathroom time/Large Motor/Outside

 Time/Free play

10:00-10:15 Group time/All areas open during group time

10:15-11:15 Work time/Free play/ all areas open

11:15-12:00 Bathroom time/Lunch time

12:00-2:00 Nap and rest time/quiet areas open

 \*playdough, books, puzzles, art

2:00-2:30 Work time/Free play/ all areas open

Schedules (cont.)

2:30-2:45 Snack

2:45-3:30 Bathroom time/Outside time/Large Motor/Free play

3:30-3:45 Group time-Stories and songs/All areas open during

 group time

3:45-5:30 Work time/free play/ all areas open

School-age Daily Schedule

Mornings

5:30 Welcome children/serve breakfast/Free Choice

7:30 Free Choice/Prepare to depart for School

Afternoons

3:30 Welcome children/serve snack

4:30 Children are encouraged to read and work on Homework

5:00 Student free choice

\*\*School-age schedule will vary during no-school days and breaks