



# WELCOME TO KIDDY KOLLEGE

This is a summary of important topics that can be found in our family handbook, a full copy of the handbook is on our website at:

<http://www.kiddykollege.com/parent-handbook>

## HOURS OF OPERATION

- All Full Time families are allotted the full day to utilize for care, Part Time families are allotted the full day to utilize for care for the days that they contract for (minimum 2 days per week). Half Time families are allotted **6 hours per day** for child care, the cutoff for half time care is noon (AM must pickup by noon and PM cannot drop off until noon)
- Additional overtime fees of **\$1 per minute per child** will be charged for any time your child is in care beyond the contracted hours.

## ARRIVALS AND DEPARTURES

- Kiddy Kollege utilizes a keyed entry security system on the entry door. Only employees and enrolled families have a valid access code for entry, parents should remember their code and not share it with anyone any person who is knowingly sharing their code for any reason will be removed from the system this is how we keep our babies safe! The individuals you authorize to pick up your child will also be issued their own code and will be informed to maintain the same confidentiality.
- All parents are required to clock their child in and out and sign their times at the end of each day for record-keeping purposes. Parents failing to sign their child in or out will be automatically charged a \$1.00 administrative fee regardless of who is dropping child off or picking child up, we must be able to account for each child we have in our care and this is not optional.
- ONLY persons authorized by the parent IN WRITING will be allowed to remove any child from care, the written notification must be either a hand written and signed note given at drop off or an email from an address on file with center. Photo identification will be required for authorized persons that are not recognized. This is for your child's safety and will be strongly enforced. **Please notify authorized pick up persons to allow an additional 5-10 minutes to register into system.**

## MEALS & SNACKS

- Kiddy Kollege provides 3 meals daily at no additional cost, all children in attendance during a meal time will be served a meal.  
Breakfast – 8:30am                      Lunch – 11:30am                      Snack – 3:00pm

## PAYMENT POLICIES & METHODS

- Payment in full is required BEFORE child care services will be rendered. Payments will be **due weekly on Friday.**
- Kiddy Kollege Child Care accepts the following methods of payments: Automatic payments (every Friday) from debit/credit card or checking/savings, debit/credit card payments made online or on-site, or Money Orders. **Kiddy Kollege does not accept Cash Payments or Paper Checks.** *Online Payments can be made at: [www.MyProcare.com](http://www.MyProcare.com), you must have an email on file to process online payments*
- Changes in automatic payment or online payments should be made by Thursday at closing to avoid double processing on Friday.**

## DEPOSITS & HOLDS

- Each family is required to pay an initial enrollment fee of \$75, in lieu of supplies an annual re-enrollment fee of \$40 will be billed in January.
- Families who

## CLOSURES

- Please notate the following days that Kiddy Kollege Child Care will **NOT** be open for operation. On these days alternative care will need to be arranged by parents/guardian. A monthly calendar will be posted and available with exact dates for the corresponding year.

New Year's Day  
 Martin Luther King, Jr. Birthday  
 Memorial Day  
 Independence day  
 Labor Day  
 Veteran's Day

Thanksgiving Day & Day After  
 Christmas Eve, Christmas Day & Day After Christmas  
*If any holiday falls on a weekend day, the day  
 before or after will be observed*

**2 Annual Teacher In-Service Days (February & October)**

**KIDDY KOLLEGE IS CLOSED ANY TIME USD 259 IS CLOSED DUE TO INCLEMENT WEATHER!**

**In the event that USD 259 is closed for a non-weather related holiday or in-service and inclement weather occurs, the default will be based on USD 266 (Maize) and then USD 265 (Derby) closing schedules  
PLEASE CHECK THE LOCAL WEATHER CHANNELS FOR TIMELY UPDATES**

## ABSENSES & ILLNESS

- When possible, parents should call the center phone 316-201-4333 to notify facility when a child will NOT be in attendance, messages may be left at any time and will be checked frequently.
- Child care is paid by the space and not the day, in the event that your child is absent for any reason, including illness, there are no probates or refunds given due to care not being utilized.
- Under no circumstance should you bring your child to care sick. If you are not sure your child is well enough to attend child care call and discuss it with a physician or the center director. Masking your child's symptoms with over-the-counter medications and bringing them to care anyway is not allowed and could be cause for immediate termination.
- Your child may return to care 24 hours AFTER symptoms of illness end. Which means if your child is sent home with a fever, diarrhea, or vomiting they cannot return until they have been symptom free for 24 hours without the aid of medication, this is regardless as to whether a doctors not has been given or not.

## PARENT VACATIONS

- Each family enrolled in Kiddy Kollege will be allotted the equivalent of one week of vacation after being enrolled and in good standing for 90 days. Vacation days must be taken consecutively, one time per year.

## PERSONAL ITEMS

- A minimum of two complete changes of clothing is required. Accidents are inevitable and in the instance of clothing becoming wet/soiled during the day, dirty clothing will be placed in plastic bag and sent home.
- ALL** children enrolling are required to bring personal items for care, to see a list of these items please visit our website: [www.KiddyKollege.com](http://www.KiddyKollege.com)>Enrollment>Forms>SupplyList

### **PLEASE LABEL ALL OF YOUR CHILD'S ITEMS!**

- Please do not allow your child to bring any personal toys or items from home. Special blankets and/or stuffed animals/dolls are permitted, but will accessible during nap time only.
- Parents will be notified as additional items are needed, parents will have 24 hours to replenish needed supplies, after that time fees will be assessed for usage. Additional fees may apply if put on notice of item and none supplied. Please see fee table below:
  - Wipes \$1.00 per changing
  - Diaper/Pull-up \$2.00 per changing
  - Toothbrush \$3.00 each new brush (1 per 6 months)
  - Blanket \$15.00 per blanket

## BEHAVIOR

- Children occasionally will act out in their behavior which is very normal. However, dangerous behavior to the other children, destructive behavior to personal property, and/or repetitive inappropriate behavior WILL NOT be tolerated.
- Kiddy Kollege understands that some children will occasionally bite in an effort to express emotion. It is the goal of the facility to effectively redirect children from biting and model appropriate means of communication and also to provide a safe and comfortable learning environment. *Please see page 13 of the handbook for more on our biting policy.*

## TERMINATION

- All parents are required to give a **two week written notification** for termination of child care services. The two week notification period is to be **paid in full**, regardless of whether or not your child is in attendance! The two week notification period will run Friday to Friday, mid-week notices will be effective for the upcoming Friday.
- Failure to give notice and pay for two week notification period will result in legal action. **NO EXCEPTIONS!**
- If the agreement is terminated by the parents, there will not be a refund for the remainder of the week or for any enrollment fees or deposits paid. If the agreement is terminated by the center, for reasons that are not at fault by the parents, parents will be eligible for a full refund of the deposit and partial refund of the enrollment fee (Fee paid less \$20.00 admin fee).

Below is the contact information for each facility, please save so that you have the correct information for your child's location

Tyler Location (Main) 1860 N Tyler Road (316) 201-4333	Country Acres 383 N Country Acres Avenue (316) 768-2592	Derby 1720 E Osage (316) 777-6317
Fax for All Locations: (316) 927-5707		