

KIDDY KOLLEGE CHILD CARE CENTER Family Handbook



“Enter to LEARN, Leave to ACHIEVE”

Wichita & Derby

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www.KiddyKollege.com

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WELCOME

Welcome and thank you for your interest in Kiddy Kollege Child Care Center. This handbook has been created in an effort to establish a greater understanding and meeting of the minds between families and the center. This handbook explains the center's childcare philosophies, services, business policies and procedures, and expectations. There is a lot of imperative information included within this handbook, please read in entirety as ALL families enrolled will be accountable for the information included. If any questions, concerns, or need for clarification shall arise please ask before signing your acknowledgement of understanding form.

OUR PHILOSOPHY

Kiddy Kollege is committed to preparing all of our children for lifelong success. We strive for all of our children to exceed our "Leave to Achieve" motto by incorporating the Kiddy Kollege **N.E.S.T.** philosophy in all facility activities. We will maintain highly driven, enthusiastic, loving advocates of early education to fulfill our developmental goals for each child.

Our N.E.S.T. Philosophy

Providing...

Nurturing and Loving environments

Enriching Curriculum & Activities

Safety, Supervision, & Structure

Teaching through Experiences

ABOUT US

Kiddy Kollege LLC was founded in 2008; our facilities are licensed through the State of Kansas Department of Health and Environment and also have approval for operation through the State of Kansas Fire Marshal's office. Safety is of the upmost importance, and policies set forth by these regulatory agencies are incorporated throughout the facility, listed within this handbook, and are enforced by the center daily. These policies assist in the effort to promote a safe and secure learning environment for all children enrolled.

COMMUNICATION

Communication is extremely important and is a priority of Kiddy Kollege Child Care Center. A major goal of the center is to maintain open lines of communication so that concerns or questions that may arise can be addressed promptly and thoroughly. Questions and concerns should be directed to the director or assistant director of the facility. Phones will be answered during normal operational hours. Messages (both phone and email) will be returned within a reasonable amount of time, normally within 24 hours. Sensitive issues will be discussed in private at a time convenient to both the family and director, conferences maybe scheduled at the request of either party. Administration is available to help solve issues that are unable to be resolved by the facility directors

A newsletter will be created and distributed as needed to all enrolled families. The newsletter will include important information including, but not limited to: any upcoming events, important dates or closures, as well as policy reminders deemed necessary by the center. If any questions should arise regarding information included within any newsletter or in between the newsletters please contact your facility.

IMPORTANT CONTACT INFORMATION

Save this information in your phone!

Website	www.KiddyKollege.com
Main Phone	(316) 201-4333
Fax	(316) 927-5707
Email	info@kiddykollege.com

Parental Email

All parents will be required to provide and maintain an email account in which the center will use as primary correspondence. The email address should be provided on the *Enrollment Form*. This email address should be checked regularly and updated as needed. Tuition receipts, updates, and other important information may be sent to this address and it will be the parents' responsibility to know information communicated by email.

LIFECUBBY

Lifecubby is a digital platform for receiving daily reports along with photos of your child's day. Lifecubby includes information on meals/bottles, diapering/toileting, naps, daily activities, any incidents, medications, and behaviors are also included on lifecubby. Items are reported and posted as teachers are able to do so and available in real time (as they are posted). Parents are also able to save posted photos and videos as they wish and communicate directly with their child's teachers.

HOURS OF OPERATION

Monday – Friday 6:30am – 6:00pm

Shift Options

All Full Time families are allotted the full day and the entire week 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). Shifts exclude holidays and center closures.

Families must request and arrange for drop offs BEFORE 7:30 AM to ensure proper staffing

- Full Time: Monday-Friday Entire Day
- Part Time (Full Days): Minimum 2 days per week Entire Day
- Part Time (Half Days): Monday-Friday 6 hours per day (AM must depart by 12p; PM must depart by 6p)

Early drop off's and late pick-up's will not at any time be tolerated and will be grounds for termination. Also, additional overtime fees will be charged for any time your child is in care beyond the contracted hours. Care will not recommence until such fees are paid in full. Please be on time daily! Additional hours may be purchased at the rate of \$5.00 per hour per child for parents who need more time throughout the week, this is the best option to avoid the \$1.00 per minute overtime fee. Availability for additional time will be approved based on enrollment.

ARRIVAL AND DEPARTURES

Drop off hours are designated between 6:30am – 9:00am (12:00-1:00pm for PM Half Day). **NO DROPOFFS WILL BE PERMITTED AFTER 9:00AM DAILY without prior notification.** Meal preparation and activities are planned and adjusted daily according to the children that are present, this rule is non-exceptional and parents dropping off after 9:00am will be charged a late drop off fee of \$10.00 for the first offense, and refused thereafter. PLEASE CALL IF YOU PLAN TO ATTEND AND ARE RUNNING LATE OR HAVE APPOINTMENTS.

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.

Clocking In & Out

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.

Children are to arrive clean and fed (unless arriving before a meal time). Parents of children dropped with apparent lack of appropriate hygiene (wet/soiled diaper, matted hair, etc) will be notified of such and persistence of problem may result in refusal of care until problem is resolved. Kids notice much more than most adults give them credit for; poor hygiene can result in bullying and low self esteem. Please be sure to maintain and practice good hygiene with your child.

Persons Authorized to Pick Up Child

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.**

Verification of legal custody: Kiddy Kollege must have a copy of the court order recognizing the parent who has legal custody of the child, as well as visitation schedules. Otherwise I have no choice except to release the child to his/her parent.

Open Door Policy

We do have an open door policy at Kiddy Kollege Child Care and allow visitation at any time while your child is present at the facility; however, we respectfully ask all parents and families to minimize this visitation during the lunch and nap time hours. These are VERY hectic times of the day and it is very difficult to accommodate interruptions during these times. Please keep in mind that children function best on a fixed routine, and a nap time or lunch visit where the child is not willing to re-separate from their parent or loved one may result in behavioral problems and in this event the center reserves the right to request the parent take the child with them and/or denial of mid-day visitation in the future. **NO VISITATION WILL BE PERMITTED FOR UNAUTHORIZED INDIVIDUALS**, if an individual is not on the authorized to pick up list, they will not be allowed contact with the child.

MEALS & SNACKS

Kiddy Kollege Child Care is a participant in the Kansas Child and Adult Care Food Program (CACFP), this federal program provides partial reimbursement for healthful meals served in licensed facilities. The CACFP has strict guidelines required by every participating facility, including random inspections and a requirement for parents to complete an *income eligibility form*. This form is required and is included within the enrollment packet, this form must be renewed annually.

Below is the meal schedule that will be followed daily, if your child is present during the **start** of the specified meal time, they will be served. Children will **never** be forced to eat; however, children who choose not to eat will not be served again until the next scheduled Meal or Snack. If the child will be arriving after mealtime please feed them before they arrive as special accommodations will not be made. Menus will be posted monthly and available upon request.

Meal	Meal Time
Breakfast	8:30 am
Lunch	11:30 am
PM Snack	3:00 pm

If your child requires a special diet due to allergies, medications, age and/or cultural or religious beliefs it will be the responsibility of the parent to provide a well balanced lunch and snack for their child. No junk food, pop, gum etc. will be permitted.

A written emergency care plan, that should include instructions of what to do in the case of an allergic reaction, will need to be provided for any child that has a prescribed epi pen and/or a known allergy.

INFANT MEALS

What We Serve

For infants aged 0-5 months

- Member's Mark Gentle Formula (**Three** 4-6 oz bottles daily)

For infants aged 6-11 month

- Member's Mark Gentle Formula (**Two** 6-8 oz bottles and **One** 2-4 oz bottle daily)
- 1-4 T of Iron-fortified infant cereal
- 0-2 T of fruits and/or vegetables (Starting out will be **One** tub of baby food per day. The requirement is 2 T per meal which is equal to 3 oz daily, one tub is 4oz).
 - As infants are able to chew and handle solid foods, they will be offered table food in lieu of baby food.

Parents who do not wish for their child to drink the provided formula and/or want their child to have formula beyond the required 11 months will be required to provide their own. Parents are welcome to provide more food and/milk if they wish

How to Prepare

- We ask for all parent provided milk to be brought pre-made and ready to go.
- All cups/bottles should be labeled with child's full name, a 'B' for breast milk or 'F' for formula, and the date.
 - If parent wishes, bottle labels may be placed with the name and milk label and we will fill out the date each day. **This is KDHE requirement and will be strictly enforced.**
- ALL bottles are sent home daily for washing.

Parents who wish to omit certain foods should review our menu (posted and found on website) and inform center director of foods they wish to omit; it will be the parent's responsibility to provide the alternate foods for their child.

BREAST MILK POLICY

1. All breast milk must be labeled with:

- Infant's full name
- Date
- Time collected

2. All breast milk will be used according to FIFO (first in, first out). Fresh milk should be used prior to thawing frozen milk.

3. Fresh breast milk:

- Must be stored in the refrigerator
- Unused fresh breast milk must be returned to the family at the end of each day.

4. Moms are encouraged to bring a back-up supply of frozen breast milk or we can use supplemental formula.

- It is best for frozen milk to be stored in small portions (1-4oz) to reduce waste.
- We store frozen milk according to CDC & ABM guidelines:
 - Freezer compartment inside refrigerator: 2 weeks
 - Milk will be stored towards the back of the freezer, when possible, where temperature is most consistent

SERVICES OFFERED

Child Care

Kiddy Kollege has full time, part time, and half time schedules (infants are typically excluded from Part Time and Half Time Options). All full time and part time families are allowed full use of the entire child care day. Half time schedules are not to exceed 6 hours and noon is the separator for AM/PM. Specific schedule options can be found on *page 4 'Shift Options'* Enrollee's schedules will be permanent and shall not fluctuate without prior written notice and approval. Anytime children are in care in excess of their scheduled hours will be charged overtime. Please see "*Overtime Rates*" located under the Tuition and Fees section of this handbook for details.

Before & After School Care

Before and After school care will be offered for school aged children ONLY. The hours are as follows:

Before School Care	After School Care	At no time is Before or After school care to exceed 2.5 hours per shift. Parents will be charged \$5.00 per hour for time outside of shift used
6:30am – 9:00am	3:30pm – 6:00pm	

Transportation

Please visit with your center director for more information on transportation options and costs. Currently Maize USD 266 is the only district that has a bus route to pick up and drop children off to and from childcare. This option is available at our Tyler Road location. For families needing transportation to and from school in addition to before/after school care there is an additional cost to transport.

School Days Out Care

Kiddy Kollege will allow School Age Drop in care on the days that regular school is out **IF THERE IS AVAILABILITY**. Parents are responsible for having a backup in the event that the center does not have vacancy. Kiddy Kollege at Country Acres has a separate school age room that has more vacancies than Tyler Road. It is the parent's responsibility to request such days in advance to access availability. School out care hours are **7:30-5:30pm**. The cost is listed in the 'Tuition & Fees' section of this handbook. Care on days that school is out is **NOT GUARANTEED!**

School Age Child Care (SACC)

Kiddy Kollege Child Care Center will offer a Spring Break and Summer Break program.
Age Requirements: Spring Break (Must be 5 years old AND enrolled in Kindergarten)
 Summer Break (Must be 5 years old AND completed Kindergarten)

All families will receive 10 hours daily per child, part time options will be available for the SACC program on a case by case basis. Anytime children are in care in excess of their scheduled hours will be charged overtime. Please see "*Overtime Rates*" located under the Tuition and Fees section of this handbook for details. Spaces for the SACC program are limited and care is **NOT GUARANTEED!**

ADMISSION POLICY

Reason this policy is important:

A meeting with the parent/legal guardian responsible for enrollment along with any child to be enrolled is required. This time will be used to acquaint each new child and family with the environment, staff, and schedule for child care prior to the child's attendance, as well as to fill out required pre-enrollment papers. The health and safety of all children in care requires that information regarding each child be available immediately on a need-to-know basis. Prior written consent of the parent/guardian is required for the release of records/information (verbal or written) to any other service provider or caregiver.

Special Needs Children

When a parent/guardian states that a child has special needs the Director, and the parent/guardian will meet to review the child's care requirements. To help facility staff better understand individual special needs, parents/guardians will be asked to complete a Special Care Plan, in conjunction with their child's health care provider(s) Emergency Information Form. If the program is unable to accommodate the child's needs, as defined by the child's health care provider(s) or the Individual Family Service Plan / Individual Education Plan, without posing an undue burden defined by the ADA, the child care administration will work with the parent/guardian to find a suitable environment and/or care for their child.

ENROLLMENT PROCEDURE

Each family interested in enrolling in Kiddy Kollege will be required to do the following:

1. Have an Interview or Tour Facility
2. Complete Enrollment Forms (Please see list below)
3. Pay \$75.00 Enrollment fee (\$50 annual re-enrollment per family)
4. Pay Deposit or Enroll in Automatic Payments
5. Pay first week of Tuition
6. Provide Supplies Listed on Supply List

Enrollment Forms

The forms listed below are mandatory for ALL children to be enrolled. Every form is to be completed entirely and accurately, ALL forms must be on file with Kiddy Kollege before child care services can begin. These forms are mandated by the State of Kansas and Federal Government and there is NO EXCEPTION to this policy. Parents with outdated or incomplete files will be charged a \$50.00 administrative fee in the event that the State comes and requested forms are inaccurate.

1. **Enrollment Form** (BLUE FORM)
2. **Health Forms** (YELLOW FORMS: Medical Record, Immunization Summary Health Assessment) → **MUST BE ON FILE BEFORE FIRST DAY!**
3. **Emergency Medical Care Authorization** (PINK FORM) → **Witness Signature & Insurance Information must be included on form.**
4. **CACFP Enrollment Form** (GREEN FORM) → **CHILDREN UNDER 12 MONTHS MUST COMPLETE FRONT AND BACK OF FORM**
5. **Authorization for Automatic Billing** (PURPLE FORM) → **Not enrolling in Autopay will require a deposit equal to one week to be paid**
6. **Parent Provider Agreement (On back of Auto Bill form)**
7. **Release Agreement** photo/media and general release
8. **Authorization to Dispense Medication - Optional** → **All medication requires this authorization form**

All forms must be completed entirely, please mark NA for items that do not apply to your family

****PLEASE NOTE: All forms must be updated as changes occur, and at a minimum annually****

Incomplete/Outdated Records

If at any time the child care center is inspected by the State of Kansas or any other regulatory agency and your child's records are out of compliance, the administrative fee charged to the facility will become the responsibility of the parent. **Parents will be notified of records needed and when they are due, it will be the responsibility of the parent to maintain compliance upon this notification. Any time your child's record needs updating** (i.e. shots administered, address changes, authorizations, etc) it is the parent's responsibility to notify center and update child's file. Most governing agencies charge per the hour and fees for re-visitation due to non-compliance violations, these fees begin at \$115.00 per hour and do NOT have a max. Please keep your records up-to-date and accurate to avoid these penalties, if you need assistance please inform facility as we are happy and here to help! **UPDATES MAY BE FAXED TO US DIRECTLY AT (316) 927-5707**

TUITION AND FEES

Enrollment Fees

An initial, non-refundable, **\$75.00** enrollment fee is required for each family enrolled in Kiddy Kollege. The enrollment fee covers the administrative expense for enrolling each family. This fee does NOT cover any field trip or extra curricula activities that maybe offered by the center and is Non-Refundable.

An annual re-enrollment fee of \$50.00 is required annually in January. This fee is 100% utilized for classroom replenishment (torn books, broken crayons, special artwork supplies/crafts)

Auto Pay OR Deposit

ALL families enrolled with Kiddy Kollege will be required to setup automatic payments for their weekly tuition **or** pay a deposit equal to one week of care per child. Automatic Payments are deducted weekly on Friday unless a holiday interferes. Automatic payments maybe debited from either a checking/savings account or by using a debit or credit card, payments are processed through the child care software, Tuition Express.

Families choosing to not enroll in auto pay will be required to pay a Non-Refundable deposit equivalent to one week of care for ALL children in care. These funds will be placed in an account and credited toward the child's balance upon a two week notification of termination being received. This deposit may also be used for any outstanding overtime charges and/or late fees if any are owed at the time of termination.

NOTE: The deposit is due in addition to tuition for the first week of care AND the Enrollment fee. ALL fees must be paid in full before care will begin. In the event that a deposit and/or enrollment fee is given and child does not attend care, deposit AND enrollment fee will be forfeited.

Hold Deposit

Families enrolling for a space that is not needed immediately (longer than 7 days, not more than 30 days) will be required to pay a non-refundable deposit equal to one week of care. This deposit does NOT replace any other fees and is only to hold a space for a future date.

TUITION FEE TABLE

CHILD CARE RATES			
AGE GROUP	FULL TIME	PART TIME	HALF TIME
Infants (Under 12 months)	\$235.00 weekly \$6.50 hourly – NOT DROP IN	\$55.00 daily	None Available
Toddlers (12 months – 3 years) <i>Must be walking for Toddler Rate</i>	\$195.00 weekly \$6.00 hourly – NOT DROP IN	\$47.00 daily	\$145.00 half day weekly 12:00pm AM/PM Cutoff
Preschoolers (3 years – 5 years) <i>Must be Trained for Preschool Rate</i>	\$165.00 weekly \$5.00 hourly – NOT DROP IN	\$40.00 daily	\$120.00 weekly 12:00pm AM/PM Cutoff
School Aged (6 years & older)	\$ 135.00 weekly	\$ 32.00 daily	\$ 100.00 weekly <i>5 half days, AM or PM</i>
SIBLING DISCOUNT - \$15.00 weekly discount for each additional child			
BEFORE AND AFTER SCHOOL CARE			
BEFORE & AFTER SCHOOL	BEFORE SCHOOL	AFTER SCHOOL	
\$75.00 per week	\$55.00 per week	\$55.00 per week	
TRANSPORTATION			
USD 266: FREE if bus to Tyler		All Other Districts: \$15/week per route (if available)	
SCHOOL OUT CARE			
DAILY – Not Enrolled Children		DAILY – Enrolled Children	
\$35.00 per day – 1 st child \$25.00 per day – each additional sibling		\$17.50 additional per day – 1 st child \$12.50 additional per day – each additional sibling	

ADDITIONAL FEE TABLE

OVERTIME CHARGES	\$1.00 per minute starting on <u>first</u> minute
LATE FEES	\$ 5.00 per day, \$10.00 over weekend
EARLY & LATE DROP	\$10.00 on 1 st occurrence, refusal thereafter

Sibling Discount: Sibling Discounts are applicable for each additional child enrolled. Sibling Discounts are applicable for **FULL TIME** enrollees only at a rate of \$15.00 per child.

Overtime: Overtime charges begin without exception **one** minute after scheduled pickup times. **If you are ONE MINUTE late you WILL be charged overtime fees per the rates above!** Child care will not continue until after ALL fees are paid (*i.e. if you are scheduled to pickup at 5:30 and you do not pick up until 5:32, \$2.00 will be charged to your account!*)

Late Fees: Late fees will be assessed to all accounts not paid in full at pick up on Friday's. In the event of the center being closed on Friday, parents will be required to either pay on the last operational day for that week **OR** pay online before 11:59pm Friday! Tuition payments made after close of business Friday will automatically be assessed late fees; Saturday's AND Sunday's do count toward late days. (i.e. paying on Monday morning instead of Friday will result in a fee of \$10.00). **Repetitive late payments will result in mandatory automatic payments or termination.**

Early/Late Drop Fee: A \$10.00 fee will be assessed to child's child care balance for any drop off made before child's scheduled time or **after 9:00am** for the first offense and late drop will be refused thereafter. Please drop off within your drop window.

SUPPLIES

Each child enrolled in Kiddy Kollege is asked to bring supplies upon enrollment. This is the only time supplies will be mandated and the supplies will be consumed throughout your child's tenure with Kiddy Kollege. Families who fail to bring supplies will be charged a **\$25.00 one time supply fee and/or \$15.00 one time nap mat fee**. Please see list below for your reference

SUPPLY CHECKLIST

INFANTS ONLY	
<input type="checkbox"/> 3-4 Pre-made Bottles (Unless on Whole Milk) <input type="checkbox"/> Extra Formula/Milk to keep at facility <i>May use a portion container – no plastic bag</i>	Bottles Must Have: <input checked="" type="checkbox"/> Have lids & be labeled w/child's Name & Date <input checked="" type="checkbox"/> Bottle Bag (<i>Bag will be sent home in same bag daily</i>) We provide Member's Mark Gentle Formula . If you are using our formula, you do NOT need to worry about this section.
<input type="checkbox"/> Binky	If needed
<input type="checkbox"/> Diapers	At least 1 week worth to keep at facility
<input type="checkbox"/> Wipes <u>with Refill Container</u>	As wipes get low, parents will be notified by staff or on lifecubby
<input type="checkbox"/> Diaper Rash Cream	Optional
<input type="checkbox"/> Sleep Sack – NO BLANKETS FOR INFANTS	For warmth & safety
<input type="checkbox"/> Bottle/Lunch Bag	Insulated for bottles coming in or out
<input type="checkbox"/> NO Diaper Bags PLEASE!	We have limited storage for actual bags
TODDLERS ONLY	
<input type="checkbox"/> Miracle 360 Sippy Cup (Toddlers ONLY)	\$10 if center supplies
<input type="checkbox"/> Diaper Rash Cream	Optional
EVERYONE (Including Infants & Toddlers)	
<input type="checkbox"/> Backpack (Not for Infants)	For extra clothing and blankets when they go home
<input type="checkbox"/> Nap Mat 1" thick MAX	\$15 if center provides, we don't have storage for thick mats
<input type="checkbox"/> Playard or Crib Sheet (Target's fit great!)	Bottom Sheet for Crib or Nap Mat
<input type="checkbox"/> 2 <u>Complete</u> Changes of Clothing	In case of accident
<input type="checkbox"/> Toothbrush & Cover	Even for Infants w/no teeth
<input type="checkbox"/> Toothpaste – Child Approved	Please be sure child approved
ALL ENROLLMENT FORMS LISTED ON FRONT ARE NEEDED NO LATER THAN THE FIRST DAY!	

PAYMENT METHODS

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, Paper Checks, or Phone Payments.** Parents may use their cash to purchase money orders. **Changes in automatic payment or online payments should be made by Thursday at closing to avoid double processing on Friday.**

Online Payments can be made at: www.MyProcure.com

Money Orders should be made payable to: Kiddy Kollege

*Money Order Payments should be placed inside of drop box. **DO NOT PLACE CASH OR PERSONAL CHECKS IN DROP BOX***

Returned Payment/Insufficient Funds/Incorrect Account Information

If at any time your bank refuses a personal check or an ACH withdrawal is rejected due to insufficient funds or an incorrect account or routing number, a **\$30.00 Returned Check/Item Fee** will be added to your child care balance. Additionally any **Late Fees acquired** due to the returned check/item will be added to your child care balance. The center has the right to refuse rejected method of payment for future payments. If fees are not paid your child will not be permitted into care, your child care spot will be considered vacant and you will be required to pay for your two week notification period. **Parents who fail to pay for their child care fees in full will run the risk of their childcare spot being filled by another family, no refunds will be given.**

Cost of Living Increase

Due to cost of living increases, weekly childcare fees may increase by \$5 per child per year. In the event of an increase parents will be notified at least one month before the increase is to take effect.

GRADUATING CHILDREN

In order for children to move up to next age bracket for a fee decrease ("graduate" to new room) the following must occur:

1. Child must meet minimum age requirement
2. Child must meet specific classroom requirement (see basic classroom requirements below)
3. Classroom must have an opening for shift requested

Classroom graduating is done one time per month, the first week of the month. If your child is old enough and has successfully proved to meet the advancing classrooms minimum requirements, the following steps will be taken for graduating to the next classroom:

1. *Determination:* Determinations are done the first week of each month. If your child has met the classroom qualifications at the time of determinations, the graduating will commence. If your child has not met all of the requirements, they will be re-evaluated the following month.
2. *Notification:* If your child meets all of the requirements for graduating, you will be notified the week after determinations.
3. *New Class/Payment Adjustment:* Classroom changes will be made approximately 2 weeks after notifications are sent. The notification will include the date of determination, date of classroom change, and the new tuition fees. Fees do NOT adjust until the week of change.

Transition Plans

Upon determining a child is ready to graduate to a new room, a transition plan will be made and signed by the parent/guardian. The transition plan includes the from/to classrooms, dates, and any other necessary information for a smooth transition.

CLASSROOM GRADUATION REQUIREMENTS

<u>INFANTS</u>	<u>TODDLERS</u>	<u>PRESCHOOL</u>	<u>PRE-KINDERGARTEN</u>	<u>SCHOOL AGE</u>
<ul style="list-style-type: none">• Must be 2 weeks• Current Immunizations	<ul style="list-style-type: none">• Must be 12 months• Walking Unassisted 10 Steps• Weaned from Bottle• Beginning to Self Fed• Current Immunizations	<ul style="list-style-type: none">• Must be 2 ½ years• In process of toilet training. No Diapers!• Beginning to Dress Self• Self Feeding• Current Immunizations	<ul style="list-style-type: none">• Must be 3 ½ years• Fully Toilet Trained No Pull-Ups!• Able to speak in short sentences.• Able to focus on 1 activity at a time• Current Immunizations	<ul style="list-style-type: none">• Must be 6 years old• Must be in a school age program• Current Immunizations

PAYMENT POLICIES AND PROCEDURES

Payment in full is required BEFORE child care services will be rendered. Payments will be **due weekly on Friday or the last operational day for any given week**. Parents will have the option to pay bi-weekly or monthly if desired, however these payments must also be made in advance.

Statements & Receipts

Statements are available at www.MyProcare.com, parents can login using the email address on file and following the prompts.

Tuition Express

Parents signed up for automatic payments will automatically receive a receipt from Tuition Express. Parents who choose to make payments will have their payments reflected on their weekly statements. Individual receipts maybe requested in writing and available 48 business hours after request.

TAXES

Every parent, past and presently enrolled in Kiddy Kollege, will receive a year-end summary of all daycare fees paid out of pocket during that tax year. This statement will include the center's information and EIN. The statement will also include the Year to Date Tuition Charges for all children enrolled. However, late charges and overtime will NOT be included on this statement as these are fees incurred based upon contractual breaches. This statement will be mailed to the last known address, please be sure to update any address changes as they occur. Mid-year or duplicate statements maybe requested at any time, a \$10.00 processing fee will be applied to the child care account for such requests. Statements are available online anytime at www.MyProcare.com.

CLOSURES

Please note 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!
PLEASE CHECK THE LOCAL WEATHER CHANNELS FOR TIMELY UPDATES**

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.

PARENT VACATIONS

Each family enrolled in Kiddy Kollege will be allotted one week of vacation after being enrolled and in good standing for 90 days. Vacation days must be taken consecutively, one time per year. Child may return or use partial week of vacation, however, remaining days will be forfeited and remaining week will be charged partial tuition (Weekly Tuition/5 days x # of Partial days).

Parents may opt to not attend child care the week of Christmas and receive one half week discount. No other vacation credits will be given to families unless an *extended absence* is utilized. Parents may use their vacation week if they choose to for this week.

ABSENCES

Tuition is paid based upon a child care slot, not per the hour or day. There are absolutely no refunds, discounts, or adjustments given for any time the center is closed or your child is unable to attend. This includes, but is not limited to: closures due to weather, holidays/breaks, in-service days, child's illness, or child's vacation. **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.**

Extended Absences (Maternity Leave/Summer Leave)

In the case of a family needing an extended absence (anytime in excess of two weeks), Kiddy Kollege will offer "holding" your child care slot for up-to 12 weeks. One-half of child care fees for the entire time of absence will be due weekly to hold the slot. The space being held will be available on a DROP-IN basis so long as there is availability, however, an additional Daily Drop Fee will apply. **HELD SPACES ARE NOT GUARANTEED DROP IN AVAILABILITY.** If family chooses to not return to care after the absence, the monies will be forfeited and a two week notification balance will be due. Families must meet and abide by the following requirements in order to receive an extended absence:

- Be enrolled and in good financial standing with Kiddy Kollege for a minimum of six months
- Request absence in writing at least one month prior to the date absence is to commence
- Agree to Pay one-half of the weekly fees for the entire time absence is being requested
- Limit one extended absence per 12-month period (this includes vacation)
- Absences may not begin or end mid-week

CURRICULUM

Kiddy Kollege provides individualistic structured curriculum that is based on weekly themes. Our curriculum begins at infancy and progressively expands through preschool; this repetition promotes a building block system and better prepares our children for the next educational level. Children are encouraged to learn at their own pace and individual goals and benchmarks are created for each child. We strive for all of our children to exceed our "Leave to Achieve" motto by incorporating readiness indicators within our daily curriculum plan.

Evaluations

Evaluations are done for children 3 times per year (September, January, May) for every child enrolled and also as teachers deem necessary. Evaluations are used to develop individual learning plans and to access and determine any special needs that may be needed or required.

CHILD ILLNESS

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. It is also inconsiderate to all families involved. If you are unable to stay home with your sick child it will be necessary for you to make arrangements at your own expense. If your child is out ill regular fees still apply.

Your child may be brought to care if they have a common cold (which means a **slight** cough, **clear** runny nose, sneezing); however we will call you if your child is too sick to participate in daily activities and obviously too ill for care (whining, crying, repeatedly asking for you).

The Health Department regulations prohibit the admittance of any child into a child care center that exhibits ANY of the following symptoms:

- Fever (100°f or higher) – child needs to be fever free for 24 hours without the aid of medication
- Diarrhea – child must be symptom free for 24 hours without the aid of medication
- Vomiting – child must be symptom free for 24 hours without the aid of medication
- Runny nose with colored discharge – Accompanied with any of the other illnesses listed
- Rash – Must have doctors note that rash is non-contagious or infectious
- Discharge from eyes or ears – Must have doctors note to attend care
- Lice – child needs to be treated and nits removed before return, doctor's note will be required for return
- Communicable diseases – chicken pox, measles, mumps, conjunctivitis (pink eye), influenza etc. The child may return when the incubation and contagious period is passed and the child is well enough to resume normal childcare activities.

The facility has the right to refuse to care for a sick child. If your child develops any of the above symptoms while in care, you or an authorized person will be required to pick up your child immediately. If the child is not picked up within 2 hours of center notification a **\$5.00** for every 15 minutes or portion thereof may be assessed. If center has to call a parent to pick up a child that has been dropped off for care too ill for care the child will also be required to stay at home the following day. 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 note has been given or not. Many doctors have many different policies regarding when a child is well enough to return to child care/school, our policy will supersede all doctor's notes and maintain KDHE policy enforcement.

Kiddy Kollege Child Care reserves the right to request a doctor's note before allowing a child back into care.

MEDICATION

Child care regulations prohibit child care centers from giving any child medication of any kind unless their parent/guardian has filled out and signed Permission to Administer Medication Form. Medication must be in the original, labeled container. Blank authorizations are located at the check in station as well as online for convenience. **Medication forms must be completed and signed by the parent.** At no time will Kiddy Kollege administer medication that is not suitable for your child (i.e. Children's brand medication to an infant); only appropriate medication will be allowed.

Please place medication & dropper inside of an enclosed bag marked with your child's name and dosing instructions.

CLEANLINESS/HYGIENE

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals, coming in from outside and after toileting. All napping areas are washed regularly and sheets for each child will be washed weekly (unless soiled, then they are washed as often as necessary) and personal blankets will be sent home for routine cleaning. High chair trays, tables, etc. are disinfected daily. I ask that you please bring your child clean, changed, and ready to play and learn. Drop off and pick up times are hectic enough without having to change diapers upon arrival.

WEATHER

In the event of extreme, severe, or threatening weather conditions we will contact parents for early pickups and take necessary precautions to keep children safe. Late pickups due to weather or other delays will still acquire overtime charges, child care will NOT open early to accommodate weather or give discounts for late pickups, please plan ahead!

IF USD 259 IS CLOSED, WE ARE ALSO CLOSED. PLEASE TUNE INTO LOCAL WEATHER STATIONS FOR UPDATES.

In the event of an extended power outage, the center will close and parents will need to make arrangements for pickup

MEDICAL EMERGENCIES

Minor bumps and scrapes are inevitable and will receive appropriate first aid care as needed; however, in the event of an emergent injury or illness, you will be contacted immediately. If center is unable to make contact with either parent, the emergency contact numbers supplied will be contacted and will make the medical decisions for the child. If necessary your child will be transported by ambulance to the nearest hospital. Parents are responsible for costs involved in emergency medical treatment, including transportation if required.

An emergency can happen at any time. Our goal is to be prepared for the unexpected.

EMERGENCY PREPAREDNESS STEPS AND INFORMATION ARE POSTED AT THE ENTRANCE OF EACH FACILITY.

FIELD TRIPS

Notice of field trips will be given in advance. It is not mandatory for your child to attend field trips; however, field trips are planned as educational outings and experiences and the parent will be required to find alternate care for child if he/she does not attend. Regular child care fees will still apply for field trip days, whether or not your child attends. ALL field trips will require a permission slip to be completed by parent or guardian and most field trips require a small trip fee. In the event a field trip fee is not paid on or before the day of the trip, the child will not be permitted into care or the fee may be assessed to the family's child care balance.

Parent Volunteers

Parents are always welcome and appreciated as volunteers with our field trips and special occasions.

BIRTHDAY PARTIES

Each child's birthday is his/her "Special Day". Parents are welcome to bring treats to celebrate their child's birthday, however, enough treats must be provided for ALL children in the child's class. Parents may request class list or count in order to ensure enough treats are available as instances of insufficient treats will result in treats not being given. Please contact your child's teacher for allergy information and student count.

NAP/QUIET TIME

All children will be required to lie down for a nap/quiet time each day. Children will not be forced to sleep; however, they must rest. This time is utilized for staff breaks, planning, and necessary paperwork and is mandated by State laws.

CLOTHING

Child must arrive at childcare in weather appropriate clothing and shoes for that given time of year (or that given day), children will be allowed outdoor play daily as permitted by the weather. Please be sure that clothing and shoes fit the child comfortably.

TOILET TRAINING

Kiddy Kollege will assist in the toilet-training process with the understanding that it will only work if everyone works together. Parents must initiate the training process at home before training will begin while in care. Parents should send children in clothing that is easy to manage to encourage self-help skills, buckles, belts, overalls, suspenders; etc should be avoided when possible for children who are in the process of learning to potty on their own and newly trained children. We also will require that each child that is not fully toilet-trained to have a minimum of 6 training pants (pull-ups) at the beginning of each day. Cloth diapers are not permitted per center policy. A minimum of two complete changes of clothing will also be 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, clothing should be replenished as necessary. Pull-ups and changes of clothing shall be kept in child's personal backpack or cubby and checked daily by parent for replenishment. **Reduction of child care fees will not be applicable until child is completely accident free for THREE weeks in care!** No exceptions!

PERSONAL ITEMS

Please do not allow your child to bring any personal toys or items from home. Parents understand if personal items are brought in by hand they will not be permitted, if items are in backpack Kiddy Kollege will be held harmless of any damage caused to item or if item is lost or stolen. Days in which Show and Tell occurs parents are encouraged to only permit items that are easily replaced and insignificant in value as the child care shall also be held harmless for these items as well. Special blankets and/or stuffed animals/dolls are permitted, "special" items will accessible during nap time only.

Please mark all items for child care use with your child's name in permanent marker or with a labeling machine (toothbrush, blankets, pillows, medication, etc). 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. 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 |

Additional fees may apply if put on notice of item and none supplied.

BEHAVIOR OF CHILD

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 Child Care reserves the right to terminate the care of any child if any of this behavior occurs. Any personal property destroyed will be the responsibility of the parent or guardian to replace.

BITING POLICY

Kiddy Kollege understands that some children will occasionally bite in an effort to express emotion; biting typically occurs between the ages of 9 months and 3-4 years of age. 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. For the safety of your child and the other children within the classroom and center the following biting policy will be strictly enforced:

1. *If child bites 1-2 times in the same day*
Parent of biter will be contacted through written report (daily communication or incident report). A verbal indication may also be given by teacher at pick up. Staff will continue to make efforts to prevent future biting. Teacher or director will call family of biter after 2nd bite to inform them of child's biting and inform that if child bites again, the child will have to be picked up from center within one hour. Child may return to care the following day
2. *If child bites 3+ times within 24 hours*
Teacher or Director will contact parent of biter immediately. Arrangements for pickup must be made within one hour. The child may return to care the following day and staff will continue to make efforts to prevent future biting.
3. *If child bites 3+ times within 24 hours (reoccurring within 3 weeks)*
Director will contact parent of biter immediately. Arrangements for pickup must be made within one hour. The child may NOT return to care the following day after the bite and arrangements should also be made for this day. The child may return to care on the second day following the biting. Staff will continue to make efforts to prevent future biting. Tuition will not be discounted for any suspensions.

In many cases, the biting will cease diminish greatly. However, with extreme habitual biters, this policy will be restarted. If the cycle is continually repeated or if little to no improvement is observed Kiddy Kollege reserves the right to discharge a student. A two week notification will NOT be required for habitual biters.

TRANSPORTATION POLICIES

Loading and Unloading Policy & Procedures

- When pulling into the parking, be mindful of others
 - Drive slowly when entering and exiting parking lot --- Do not drive faster than what you would as someone driving if your child was in the vicinity.
 - School kids walking across lot to school bus morning & afternoon
 - Families walking to/fro their cars
- Carry or hold your child's hand when walking across the parking lot
- Do not leave your vehicle parked in front of the door if you are not picking up or dropping off and/or will be longer than 7 minutes. (7-10 seems reasonable time for pick up and drop off)
- If you have other children waiting in your vehicle, it must remain on! It doesn't take long for the interior of a vehicle to become extremely hot or extremely cold.

DISCIPLINE & GUIDANCE POLICY

GOAL

Our goal for discipline is to help children develop and understand the importance of controlling negative feelings and emotions so that they may move toward positive behavior.

METHODS

The center will use positive methods of discipline and guidance in order to meet this goal including: redirecting, praise for positive behavior, positive guidance, clear and consistent limitations, and when necessary supervised separation from group. Staff will promote positive communication when disputes may arise between children or a child and teacher. The primary goal of this inclusion of effective communication is to promote self help skills through problem solving as well as acknowledgement and understanding of feelings.

BEHAVIORAL PROBLEMS

Staff will continuously supervise children and monitor behavioral problems, at no time will a child be allowed to bully, make fun of, or abuse any child, staff, or property of the center. Any child whom continues to have abusive and repetitive behavioral problems regardless of redirection, communication, parental involvement, or any other means of redirection may be referred to a specialists and care terminated when dangerous in nature.

PROHIBITED PUNISHMENT

At no time will the center or its staff use any prohibited methods of punishment as defined by the Kansas Department of Health and Environment regulation K.A.R. 28-432(2) including:

- Corporal punishment
- Verbal abuse, threats, or derogatory remarks
- Binding or tying to restrict movement, or enclosing in a confined space
- Withholding or forcing foods
- Placing substances which sting or burn on child's mouth, tongue, or other body part

SUSPECTED CHILD ABUSE AND NEGLECT

If at any time child abuse or neglect is suspected by any center staff or volunteer, the Department of Social and Rehabilitation services or Local Law enforcement will be contacted as required by the KDHE Regulation K.A.R. 28-4-430 (c)(6)

All new children will be cared for on a two week trial period beginning your child's first actual day of care. During that time the parent or provider may terminate the childcare agreement with 24 hours notice. 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 full a full refund of the deposit and partial refund of the enrollment fee (Fee paid less \$20.00 admin fee).

Kiddy Kollege Child Care will terminate any child care arrangements immediately for any of the following reasons (but not solely limited to):

- Failure to comply with the policies in this handbook or in the contract
- Destructive or hurtful behavior of child that persists even with parent cooperation in stopping the behavior.
- Non-Payment of childcare fees or late and/or recurring late payment of fees.
- Failure to show up for 5 days in a row without any communication.
- Failure to complete and/or update any of the required enrollment forms.
- Inability to meet the child's needs without additional staff.
- Blatant disrespect towards Center, Staff, or other families enrolled.
- If parents knowingly bring their child ill.
- Failure of child to adjust to the child care after a reasonable amount of time
- Serious illness of child or provider
- False information given by parent either verbally or in writing

Kiddy Kollege appreciates as much advance notice as possible when terminating, and will give the same courtesy in return.

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!

CHILD ABUSE/NEGLECT

It is law and also the responsibility as a childcare center for all staff and volunteers to report any and all abuse or neglect performed on a child. Children's Protective Services and the Police Department will be notified when it appears that a child in care is being physically, sexually, or emotionally abused, neglected, or exploited.

LICENSING INFORMATION

Parents may review the Minimum Standard Rules for Registered and Licensed Childcare Homes and the most recent Licensing inspection report. Parents may contact the local licensing office at:

Kansas Department of Health and Environment
Child Care Licensing and Registration
1000 SW Jackson
Suite 200
Topeka, KS 66612-1274
(785) 296-1270

RELEASE OF LIABILITY

Parents enrolling their child in Kiddy Kollege Child Care Center and signing this contract, hereby release the facility, any staff or volunteers employed at facility, and Tomlins LLC from any financial responsibility in the case of any accidents, illnesses, or deaths occurring on the childcare premises. By signing your contractual agreement you the parent or guardian hereby agree to this release.