

# *Kid Academy*

*A Fun Place to Play, Learn, and Grow*



## Parent Handbook

Hours: M-F 6:00 a.m.-6:00 p.m.

Director/Owner: Mandy Anderson

920 Jackson Street Suite 1

St. Paul, NE 68873

Phone: (308) 754-6006

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**Welcome to Kid Academy. The purpose of this Parent Handbook is to outline the policies and procedures under which we operate as a licensed child care center.**

### **Program Philosophy**

We believe each child is special and unique, and needs a good environment to help them along as they grow and learn. We strive to nurture the individual needs and abilities of each child enrolled in our facility.

### **Goals**

Kid Academy strives to meet these goals for each child.

- Offer a safe place to learn, to encourage social, emotional, physical, and intellectual growth.
- To teach a child to relate to others, to value friendships, and to respect all people.
- Provide a safe, comfortable environment for the early learning and growth process.
- To help each child learn to develop self-discipline and independence and to deal with his or her emotions in an appropriate manner.
- Provide a well-balanced schedule of activities and quiet times.
- Provide nutritious snacks and meals that contribute to the growth and development of each child.

### **Curriculum**

Each child participates daily in periods of group activity, individual play, outdoor play, indoor play, individual reading, staff lead story time, and quiet times. All staff members promote language, social and emotional development by talking, interacting and modeling appropriate language and behavior with children throughout the daily program.

All activities are developmentally appropriate and meet each child's physical, emotional, social, and cognitive needs.

### **Enrollment**

Kid Academy is licensed to accommodate 65 children. We accept children between the ages of six weeks and thirteen years.

We take children when openings are available, filling with full time children first, then continuing with part time children. Children will be pulled from the wait list in the order they were received.

There is an enrollment fee of \$20 per child due before care begins. This is charged to all new children, and children who have been re-enrolled. If your child has been absent for 3 days, without a call or notice, your childcare will be terminated and require re-enrollment.

### **Admission**

Kid Academy does not discriminate against children or parents from admission regardless of race, color, creed, sex, or religion.

A child with special needs may be accepted based on the ability of the facility and teachers to meet those

needs. Kid Academy is a group child care center and does not have sufficient and/or properly trained staff to provide individualized care. Special needs children will be looked at on an individual bases.

Before a child is enrolled in Kid Academy the following needs to be received by the director:

- Completed Application
- Up-to-Date Immunization Records
- Transportation Permission
- Class and/or work schedule
- Enrollment Fee
- Payment Agreement
- Infant Feeding Schedule (if applicable)
- Parent Brochure

### Holiday Schedule

Kid Academy will be closed for the following holidays (if it falls on a weekend we may take another day off), with reminders being posted before each holiday.

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Friday
- Christmas Eve and Christmas Day

### Emergency Closing Procedure

In the event that Kid Academy should have to close due to severe weather, the announcement will be made via text message. You may also call the center at 754-6006 and listen to the answering machine in unsure.

### Fee Schedule

An enrollment fee of \$20 per child is due before care for your child/ren begins. This is a onetime fee charged to all new children, and re-enrolled children.

Full time care is 24 hours or more per week, but no more than 50 hours per week. Part time care is anything less than 24 hours per week. The current rates are included in this handbook on the Fee Schedule Sheet. Payment is due prior to care.

Late Fee: Payments are due on the Monday before care or on the first day of the week attending child care. Payments received after your first day of care will have a \$20 late fee charged to your account. Failure to bring your account current by the next pay schedule will result in termination.

Returned checks are charged a \$40 return check fee plus all of Kid Academy bank fees, and you will be required to pay in cash from that date forward.

Weekly rates do not change for holidays or days the child/ren is not in care.

Activity fee (charged in June and July): To help cover the cost of the activities we do in the summer we have an activity fee of \$20 per month. This includes transportation fees, cost of the activity, and any misc. fees. Things we do range from bowling, golfing, swimming, fishing, crafts, movies, and anything else we can get out and do. This fee is for children in the 3 year old room and up.

There is a \$100 fee to hold an infant spot. The fee will be credited to your account once the child starts care at the center.

There is a \$100 fee per child per month to hold a spot over summer vacation.

### **Payment Information**

A payment box is located in the commons area by the Director's office please put all payments in the box. Envelopes are available next to the box for cash payments; please clearly mark the envelope with your name and amount of payment.

We accept cash and check, payable to Kid Academy. Any returned transactions due to NSF will result in a \$40 fee, plus all bank charges charged to Kid Academy from our bank. We will also require you to pay in cash from then on.

### **Termination of Care**

In the event that you find it necessary to cancel your childcare, you must give a written and dated notice of cancellation to the Kid Academy Director two weeks prior to such termination of services.

You will be required to bring your account up to date, or action may be taken.

Kid Academy reserves the right to dismiss any child for disruptive and/or damaging behavior.

If, after a period of time and conferences between the parents and director, a child is unable to adjust to the routine of Kid Academy and is causing disruptive and/or damaging behavior to persons and/or property, the child will be asked to leave.

If at any time your child/ren is gone for more than three days, with no call or notice, we will terminate care and fill the vacated spots in the child care center. Please keep this in mind when your child is sick or you are taking a vacation.

This policy is without regard to race, sex, creed, color, or religion and is instituted so that we can ensure to the children attending Kid Academy a safe and comfortable atmosphere in which to grow and develop.

### **Health**

When a child becomes ill, he or she will be isolated from the other children, and the parent will be notified to pick up the child within an hour.

If the parent cannot be reached, we will contact the person indicated by you on your child's emergency care form.

A parent will be contacted to pick up a sick child when the child exhibits any of the following symptoms: A fever over 100.0 degrees, Diarrhea that is uncontrollable, vomiting, an unexplained rash, or pink eye.

If your child contracts any of the following infectious diseases he/she must be excluded until the following occur:

Chicken Pox – After all blisters have scabbed over.

Croup – After the cough has subsided.

Hand Foot and Mouth – After all blisters have scabbed over.

Head Lice – Until one complete treatment has been done and removal of all nits.

Influenza – When all symptoms have subsided and fever free for 24 hours without fever reducing medication.

Impetigo – After 24 hours on medication.

Pink Eye – After the child has been on medication for 24 hours.

Ringworm – After medical treatment with a fungicidal ointment, and must be covered with a Band-Aid.

Roto Virus – After the child has had one formed stool.

RSV – After the wheezing and coughing have subsided. (5-7 days)

Shingles – After all blisters have scabbed over.

Strep Throat – After the child has been on medication for 24 hours.

Thrush – May return after 24 hours on medication.

### **Safety**

In the event of a fire Kid Academy staff will escort children to the nearest exit and proceed to our safe place located across the street on the west side of the building. Staff and children will remain in our safe place until the fire department has approved reentry to the building or parents will be contacted to retrieve their child if deemed unsafe to reenter. Fire drills will be practiced monthly.

In the event of a tornado Kid Academy staff will escort children to our storm shelter located within the building. Staff and children will remain in the shelter until it is safe to exit. Tornado drills will be practiced quarterly.

In the event of any natural or man-made disaster that would displace us from Kid Academy we will go to the St. Paul Public Library parking lot and remain until all children are reunited with their family. Parents will be contacted at the emergency number on file. This plan may change if we are directed by emergency personnel to go elsewhere.

All special needs children will be assisted as needed and a plan will be devised on an individual basis.

### **Medication**

In order for a caregiver to administer a medication at Kid Academy either prescription or over the counter, the parent must fill out a Medication Permission form.

All medications must be labeled with the child's name, correct dose and be in the original container, prescriptions must be with the medication. Prescription drugs must have the child's name on the label, and we must follow prescription instructions as indicated on the bottle.

Medications will only be given if they are needed three times a day or more, with medications given at noon and 4pm for four times a day and at noon for three times a day.

Parents must notify staff of any medications that your child may need, a medication form filled out with all of the details and signed for before they can be given to any child. Please inform us every day the medication is to be given, and times of doses, for our records. We will not give the medication on a new day unless stated by the parent.

### **Nutrition**

Kid Academy serves 2 meals and 2 snacks daily. We provide nutritious meals for each child to ensure a well-balanced diet. Children need to eat well-balanced meals in order to meet his or her daily energy needs and to help them build a strong body and mind. If your child has a food allergy we will try to make an appropriate substitution. If your child has so many allergies that he/she cannot eat from the menu, we will require the parents to provide the meals. On occasion parents may be required to provide a sack lunch for their child in the event we are absent from the building for an outing. Children arriving after 8:00 a.m. need to eat breakfast at home.

### **Accidents**

Whether indoors, on the playground, or on a trip outside the facility, the children are watched carefully.

Accidents, although, occasionally occur. Any accident is reported to the parents.

If emergency medical care is necessary the Director will take the following steps:

1. Attempt to contact a parent or guardian.
2. Attempt to contact the child's physician.
3. Attempt to contact the parent or guardian through any of the other persons listed on the emergency information form you complete upon admission.

If we cannot contact you or your child's physician, we will do the following:

1. Call another physician.
2. Call an ambulance.

3. Have the child taken to the nearest hospital in the company of a staff member.

**Any of the expenses incurred will be the responsibility of the child's parents or guardians.**

### Items from home:

Kid Academy is equipped with appropriate toys for all ages. We ask that children leave their special toys at home as they are hard to share. We will have sharing days for our classes that are 3 years old and up. Children can bring those special items to share with their friends on those designated days. We do not allow the children to play with guns or violent toys of any kind, please keep that in mind when choosing a sharing item.

### Parents of Infants

Please remember to bring:

- A bottle that can be left and is clearly marked with the child's name
- Formula or Breast milk that is clearly marked with the child's name. If bringing breast milk each container must be clearly marked with the child's name, the date expressed, the date frozen (if frozen) the date brought to daycare and the amount
- A sippy cup when ready to transition also clearly marked with the child's name.
- Disposable diapers and wipes
- An extra set of clothing.
- Parents will supply all food until the child transitions to table food.

A daily care sheet will be filled out daily for each child. Please take the time to read your child's sheet and discuss their day with the teacher. We will try to give notices when supplies get low but your help is much appreciated.

### Parents of Toddlers

Please remember to bring:

- A sippy cup that is clearly marked with the child's name.
- Disposable Diapers and wipes
- An extra set of clothing.

We will follow the parent's lead with regard to toilet training. We will help potty train while in care but only if the parents are working just as hard at home. Most early childcare experts recommend that toilet training begins no earlier than eighteen months, preferably closer to two years. Children must be potty trained before transitioning from the Toddler Room to the 3 Year Old Room.

### Parents of Three to School Age

Please bring an extra set of clothes in case of accidents. Also pull-ups are appreciated if your child wets at rest time. We prefer to only use putt-ups at rest time and underwear the rest of the time.

### Dress Code

Please dress your child appropriate for the day, including footwear. In winter months we still go outside so make sure they have hats and gloves.

### Rest Period

A rest period is part of the daily schedule for each age group. All children are asked to lie down and rest but do not have to sleep.

Each child is provided a cot. We ask that you provide a blanket from home that can be left here and stored with the cots. All blankets are washed at the end of the week and cots are sanitized daily.

### Guidance and Discipline

The staff strives to create an atmosphere of acceptance for and to enhance the self-esteem of each child. When discipline is needed, we never use any type of physical punishment. The child will typically be separated from the group for a short Time-Out.

We believe that:

- All children need limits, which are consistently enforced.
- Children need opportunities to learn to accept responsibility for the consequences of their actions.
- Positive behavior should be reinforced in order to redirect inappropriate behavior.

Please understand that we must look out for all the children here and you may be called to come get your child if they are being unsafe to themselves, other children or the teachers, or if your child becomes uncontrollable at any time. If you are called due to behaviors you must be here within the hour.

### Checking In/Out

Parents are expected to escort children into the building. We have a secure building and they can't enter without you. When picking up please make sure your child/ren does not run out ahead of you or are left unattended outside.

Parents must clock each child in and out when in care. We must keep attendance records for several reasons, so please be diligent about this.

If someone other than the parents will be picking up your child/ren please tell a staff member, or call as soon as possible. Id's will be checked for verification of individuals picking up child/ren from care if it someone other than the parent. If we have not been notified of the change we will be calling for permission before releasing the child.

### Transportation Policy

All vehicles used for transporting children to and from our center will be currently registered and maintained in a clean and safe condition. No child will be permitted to remain unattended in the vehicle. Children will remain seated and restrained according to state law, while the vehicle is in motion. Keys will be removed from the vehicle at all times when the driver is not in the driver's seat.



Each vehicle used will:

- Be driven by an adult with a current state driver's license that authorizes the driver to operate the vehicle driven.
- Have a driver that has completed Transportation Training and be current in First Aid and CPR Training.
- Contain a First Aid Kit along with parent contact information and our disaster kit.
- Be equipped with individual, size appropriate safety restraints (such as car seats, booster seats, and seat belts) that are appropriate for the vehicle and installed and used correctly.
- Be locked during transport.

Driver check list:

- Check vehicle to ensure all safety restraints are in place and correctly installed and enough are available for all ages of children to be transported before leaving the center.
- When children are placed in vehicle, drivers are responsible to make sure all children are properly restrained, and doors are locked before the vehicle is put into gear.
- Drivers are to check to make sure all children are accounted for before leaving, and again when children are getting out of the vehicle upon return to the center. The driver will do a visual sweep of the vehicle to check for children upon exiting the vehicle.

In case of any emergencies an employee must be on call to help at any time. If a child becomes ill while being transported, the vehicle will pull over and help the child immediately, before going back to the center. If an accident occurs or a break down the driver will call authorities, the director and parents will be notified immediately along with information. The director will go help at the scene or send next in command if not available.

### **Parent Involvement**

There will be many times where parent involvement is needed and suggested throughout the year. You are welcome and encouraged to participate in any of the following ways.

- Chaperoning on field trips
- Lending objects that can be studied or discussed
- Helping your child with show and share objects
- Providing treats and snacks for center parties
- Having lunch with your child on their birthday or other special days.

**If you have any questions, concerns or grievances about anything mentioned in the handbook please contact the director to discuss it.**

***Kid Academy has an open door policy and encourages parents to stop in and visit anytime!!***

## **Kid Academy Fee Schedule:**

Full Time Care – 24 hours or more per week

Part Time Care – Less than 24 hours per week

### **Infant: 6 weeks– 18 months**

FT: \$125/week PT: \$80/week

### **Infant/Toddler: 12 months–24 months**

FT: \$120/week PT: \$80/week

### **Toddler: 24 months - 36 months**

FT: \$115/week PT: \$80/week

### **3 - 4 Year Old Room: 3–4 years old**

FT: \$110/week PT: \$75/week

### **4 - 5 Year Old Room: 4 - 5 years old**

FT: \$100/week PT: \$75/week

Preschool: \$75/week

Preschool x 2: \$60/week

### **School Age: K–age 13**

Before School only: \$20/week (includes breakfast and all late starts)

After School only: \$25/week (includes after school snack and all early out days)

Both Before/After Care: \$60/week (includes breakfast, snack, late starts, early outs, snow days, and all school vacation days)

Summer Rate: FT: \$90/week

PT: \$75/week

### **Walk-In Rate: \$30/day**

