



Parent Handbook

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WELCOME

ABC Kidz Kare is a ministry of Trinity Assembly of God. We are licensed by the Department of Public Welfare and have qualified teachers and aides attending to children from ages two-months through kindergarten.

OUR MISSION

Our mission at ABC Kidz Kare is to provide a stimulating and nurturing environment for children to explore, learn and grow. Our program is designed to meet the growth and development needs of each child. Through formal lesson plans, manipulatives, visual mediums and hands on activities, ABC will facilitate and challenge each child's curiosity and naturally inquisitive nature. We will ready each child with Godly principles to aid them in life's choices and day-to-day decision-making through songs and daily Bible stories. ABC children will leave our care prepared for their next phase on a physical, mental, social, and spiritual level.

PROGRAM GOALS

- To develop each child's critical and inquisitive thinking.
- To daily exercise each child's mind and body.
- To allow each child to independently think through steps of problem solving.
- To give each child the foundations for healthful routines and daily steps to care for their bodies.
- To offer each child various opportunities for peer and social interaction.
- To encourage organization and expression of thoughts and ideas.
- To instill Godly principles without teaching doctrine

ENROLLMENT

Enrollment at ABC Kidz Kare is open to children from age 2 months through Kindergarten. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in ABC Kidz Kare by completing the Emergency Contact/Parental Consent Form and paying the non-refundable, \$35.00 Application Fee. There will be a \$5.00 discount for a second or third child from the same household. Once a child discontinues enrollment, a new registration fee must be paid to regain enrollment.

Initial enrollment is contingent upon receipt of the completed Emergency Contact/Parental Consent form, signed Financial Agreement, registration fee, Child Health Assessment and signed Parent Handbook receipt.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

ABC Kidz Kare reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at ABC Kidz Kare is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of ABC Kidz Kare as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify ABC Kidz Kare immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program.

TUITION

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in ABC Kidz Kare. The address provided on each child's Emergency Contact form will be used for billing information and correspondence unless otherwise indicated.

(Effective 8/29/2011)

REGULAR DAILY PROGRAM RATES

Days Per Week	5	3	2	1
Young Infant Room	\$236 (\$243)	NA	NA	NA
Old Infant Room	\$236 (\$243)	\$149 (\$154)	\$104 (\$107)	\$52 (\$54)
Young / Int. Toddlers	\$232 (\$239)	\$146 (\$150)	\$100 (\$103)	\$52 (\$54)
Old Toddlers	\$226 (\$243)	\$140 (\$144)	\$94 (\$97)	\$52 (\$54)
Preschool	\$198 (\$204)	\$126 (\$130)	\$88 (\$91)	\$52 (\$54)

Fixed part-time enrollment available:

Monday-Wednesday-Friday or Tuesday-Thursday

A) METHODS OF PAYMENT

We accept Visa, MasterCard, American Express, Discover, personal checks and money orders; **no cash**. For payments made by credit card there will be a 3% additional charge (see rates in parentheses above). Payments are to be placed in the payment drop-box located just inside the day care entrance to the left of the double doors. Your canceled check will serve as your receipt for payments made by check. There will be a \$15.00 fee charged for tuition checks returned by the bank. Returned Tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. After a second occurrence, personal checks may no longer be accepted.

Tuition does include fees for special entertainers for the school year (Sept.-mid-June) but does not include fees for field trips and extra curricular activities such as: Lil Sports or specialty lunches.

B) PAYMENT POLICIES

There is no credit given for scheduled school holidays, child illness, or for closings due to emergency situations or inclement weather.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at ABC Kidz Kare, however, if you anticipate difficulty

with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved, you will be notified by the Center Director.

C) CHILD CARE SUBSIDIES

ABC Kidz Kare does accept childcare subsidies.

Parents of a subsidized child must complete all required paperwork on time to continue enrollment at ABC Kidz Kare. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition in the event they become ineligible to receive childcare subsidies.

D) MULTIPLE CHILD DISCOUNT

ABC Kidz Kare offers a multiple child discount for one or more siblings enrolled during the same school year. The youngest sibling pays the full tuition rate and each additional child's tuition are discounted 10% per child.

E) VACATIONS

Each child will be given two (2) weeks a year vacation credit. A vacation week is considered Monday-Friday, and if the child is absent the entire week, tuition will not be charged. A two-week written notice is required to obtain vacation week credits. Vacation weeks must be taken at least 30 days apart, and are not available for those enrolled in summer-only programs.

SUMMER AND FALL REGISTRATION

Each spring, registration will be held for the upcoming summer session and following school year. In order for your child to be enrolled for either/both of these sessions, parents will be required to pay a \$35 registration fee/ child/ session.

FILES/ASSESSMENTS

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the Center's office prior to the child's first day of attendance. In it will be the following items:

Emergency Contact/Parental Consent Form (Form CY-867)
Health Assessment Form (Form CY-51)
Financial Agreement Form (Form CY-321) *Original to Parent*
Release of Information Log (If necessary)
Signed statement verifying receipt of parent handbook

CHANGE OF DAYS OF ENROLLMENT

Parents, who wish to change their child's days of enrollment at ABC Kidz Kare, must submit a request to do so at least two weeks in advance of the proposed change.

The Center Director will notify the parents if the new schedule is available. If the requested schedule is not available, parents may choose to continue with the current schedule until such

time as the requested schedule becomes available, or may choose to withdraw their child from the program.

WITHDRAWAL

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal.

DISMISSAL

ABC Kidz Kare reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within 30 days of the dismissal. An agency check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal.

HEALTH & SAFETY

A) PRE-ENROLLMENT REQUIREMENTS

All children are required to have a complete up to date Child Health Assessment form on file at ABC Kidz Kare. (Child Health Assessment forms must be updated at the following ages: 2 mos., 4 mos., 6 mos., 9 mos., 12 mos., 15 mos., 18 mos., 24 mos., annually thereafter) This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the Center Director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the Center Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

B) CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the Center Director.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases ABC Kidz Kare from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided ABC Kidz Kare exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

C) COMMUNICABLE DISEASES

To avoid the spread of infection and illness, we can not permit a child who has any of the illnesses or symptoms of illness specified below to be admitted to the center on a given day unless medical diagnosis from a licensed physician, which has been communicated to the center in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to himself or herself or to other children. Such illnesses or symptoms of illness shall include, but not be limited to any of the following:

1. Severe pain or discomfort;
2. Acute diarrhea, characterized as two bouts of diarrhea
3. Two or more episodes of acute vomiting within a period of 24 hours;
4. A temperature of more than 101 degrees;
5. Sore throat or severe coughing;
6. Yellow eyes or jaundiced skin;
7. Red eyes with discharge;
8. Infected, untreated skin patches;
9. Skin rashes, excluding diaper rash, lasting more than one day;
10. Difficult or rapid breathing;
11. Visibly enlarged lymph nodes;
12. Blood in urine.

If antibiotics are required to treat the illness, children must be on the antibiotic for 24 hours before returning to school.

Children must also be symptom free for a period of 24 hours.

The center shall not permit a child or staff member with an excludable communicable disease as listed below, to be admitted to or remain at the center until a note from the child's or staff member's licensed physician states that the child or staff member has been diagnosed and presents no risk to their self or others.

- | | |
|---|--------------------|
| a. Chicken Pox (<i>Child may return after blisters scab over</i>) | i. Whooping Cough |
| b. German measles | j. Giardia Lamblia |
| c. Hemophilus influenza | k. Hepatitis A |
| d. Measles | l. Salmonella |
| e. Mumps | m. Shigella |
| f. Strep throat | n. Impetigo |
| g. Tuberculosis | o. Lice |
| h. Ring worm | p. Scabies |
| | q. Common Cold |

If antibiotics are required to treat the illness, children must be on the antibiotic for 24 hours before returning to school.

Children must also be symptom free for a period of 24 hours.

If a child shows any of the symptoms above, the parent will be called and asked to come within the hour to pick up their child. We do not have the provisions to care for sick children other than for a brief period of time until the parent arrives. If a parent cannot be reached, we will contact the emergency contacts listed on the Emergency Contact Form.

If your child has been diagnosed with a communicable disease, please contact the Director so a notice can be posted.

Because of staff scheduling requirements, credit or refunds are not given for illness or other absences.

D) BITING

ABC Kidz Kare recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. When this situation occurs in a classroom, the staff work to identify what provokes or elicits this behavior through shadowing (following a child closely) and various observation methods so it can be prevented in the future. Parents are also expected to work with staff to identify methods and strategies to curb this behavior.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior.

Furthermore, children, in the older age groups, who bite 3 times in a school year, will have their services terminated, since the safety of all the children in the program is of the utmost concern of ABC Kidz Kare.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of ABC Kidz Kare cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

E) DISPENSING MEDICATION

ABC Kidz Kare will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. ABC Kidz Kare will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be found inside all classrooms. Medication Forms, doctor's notes and medication are to be turned into the child's teacher.

ABC Kidz Kare will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form (if a parent can not be reached) to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it

is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

F) SUNSCREEN

ABC Kidz Kare staff will apply sunscreen on your child during summer months in the afternoon if requested. Parents will be required to fill out the medication log in the child's classroom listing the sunscreen to be administered on an as needed basis (this will only need to be done once per season) and provide a clearly labeled container of sunscreen to be placed in the child's classroom. ABC Kidz Kare does require that if a parent wants sunscreen protection for the morning, the parent applies it to the child prior to arrival. Your child's teacher will notify you if your child's sunscreen runs low so you may bring in more.

G) FIRE / EMERGENCY DRILLS

ABC Kidz Kare conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within one hour of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designate has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

H) ALTERNATE SAFE LOCATION

Should the administration of ABC Kidz Kare or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to Keshet Israel Preschool (Located down the South hill of ABC Kidz Kare). Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 1 hour of the telephone call.

I) INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report, which must be signed at pick-up and returned to the child's teacher.

J) FOODS

All food items must be labeled with your child's name. ABC Kidz Kare does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

ABC Kidz Kare does not use food as a punishment. Children will not be denied participation in lunch or snack time for behavior reasons.

Infants:

Children enrolled in the infant classrooms must have all food items for consumption prepared and labeled each day the child is in attendance. This includes formula/breastmilk bottles, baby food, snacks, and juice bottles. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child won't run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a water bath prior to feeding. All bottles must be taken home by the parents each night to be washed.

Parents must provide and label all utensils and bowls necessary for feedings. Staff will mix baby cereal just prior to feedings. All unused food remaining after a feeding will be discarded.

Parents are required to complete a feeding schedule for their child prior to enrollment. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.

Toddler and older classrooms:

ABC Kidz Kare offers children a morning snack at approximately 9:30 a.m., a half-hour lunch (brought from home) at approximately 11:00 a.m. and an afternoon snack at approximately 3:00 p.m. ABC Kidz Kare does not serve breakfast.

Clearly labeled bagged lunches should be placed in the refrigerator on the designated shelves at the time of drop-off. We do have a microwave to heat lunches. Please provide utensils for meals and desserts, as we do not have these to provide.

K) FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of firearm, ammunitions and/or weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

GENERAL INFORMATION

A) INFANTS

In an effort to make your child's time with us as comfortable as possible, we encourage you to send in a feeding schedule along with their bottles, food, bibs and spoon. In addition, you must provide us with disposable diapers, wipes and ointments. If your child uses cloth diapers, you should provide plastic bags. Flexibility, responsiveness and emphasis on individualized care for each infant are especially important to us in providing a sense of security for both you and your baby. All of your baby's belongings and food must be clearly labeled. In the event that food or bottles are not labeled, you will receive a phone call for clarification. We will not dispense unlabeled food and bottles.

B) TODDLERS & PRE-SCHOOLERS

Our 2-5 year olds enjoy structured academics, arts and crafts, including coloring, painting, cutting, pasting and encouragement for creativity. Cooking, music, field trips and special events such as puppet shows and musical entertainers are favorite activities. We provide a balance of quiet activities, such as story time, puzzles, and games with more active play, such as tricycle riding and using our fenced in play yard.

C) TOILET TRAINING

ABC will be happy to assist you with toilet training. Please continue using diapers until your child is confident and can begin using cloth underwear. If your child uses pull-ups, make sure to send in those that Velcro on the side. Work with the staff in developing a schedule for toilet use. Please note that the same strict sanitary practices apply to toilet training as to diapering.

D) DIAPERS

You will be notified in your daily communications when your child is running low on diapers or wipes. In the event that your child runs out of diapers, ABC has Cuties brand diapers and wipes on hand. These come at a cost of \$7.49 per pack of diapers and \$2.99 for tub of wipes, the cost of which will be added to your next invoice.

We also offer a "No Worries" program. For children who enroll in the program, ABC Kidz Kare will provide diapers and wipes for an additional \$8 to weekly tuition.

E) CLOTHING

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

All children are required to have two seasonably and size appropriate complete changes of clothing at the center at all times. A complete change of clothing includes shirt, pants, underwear, socks and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes, coats, hats, gloves, scarves, and boots. ABC Kidz Kare is not responsible for lost or damaged items of clothing.

F) REQUIRED ITEMS FROM HOME

IT IS IMPORTANT TO REMEMBER TO LABEL **ALL** YOUR CHILD'S ITEMS THAT YOU BRING TO THE CENTER. WE WILL NOT BE RESPONSIBLE FOR ANYTHING THAT IS NOT LABELED PROPERLY!!!

1. If your child is not toilet-trained, an ample supply of diapers (enough for changes every 1-2 hours and more).
2. Any ointments, creams, or wipes your child may need.
3. Two (2) full sets of clothing for all children, as spills and accidents do happen. Please include: pants, top, socks, underwear and shoes. These will be kept here in case of an emergency. If you feel it necessary to provide 3 or more sets of clothing please feel free to do so. If your child does not have a change of clothing and soils the clothing that they are wearing, ABC clothing (if available) will be provided, which must be washed and returned. Parents may be contacted during the day to provide clothing for their child if none is available.
4. If your child is enrolled in a toddler classroom, or older, bring a crib size fitted sheet and blanket or all-in-one nap mat for your child at rest time. These items should be small enough to fit neatly in the bottom compartment of their cubby. All children need a chance to rest and relax as determined by the Department of Public Welfare, therefore all children in the center will have a rest period. A mat will be provided for each child and disinfected daily. Please take these items the last day of each week that your child is here to be washed.
5. If your child is enrolled in an infant classroom, bring a portable crib sheet/pack-n-play sheet, and blanket for your child's crib. You are to take these items the last day of each week that your child is here to be washed.
6. If your child is in the Young Infant room, please supply a Boppy cover. We will provide your child with his/her own Boppy while in our care. You are asked to take the cover home the last day of each week that your child is here to be washed.
7. Lunch must be brought in a lunch box or bag with your child's name on it. There should be an adequate amount of juice or milk. We have a microwave to heat lunches. You need to provide utensils for meals and desserts, as we do not have these to provide. Lunch boxes will be placed in the refrigerator on designated shelves. Please pack ready-to-serve lunches with enough of a variety of nutritional items. Please alert Director and teacher of any food allergies. (Snacks will be provided at 9:30 AM & at 3:00 PM. We try to avoid sugar products as much as possible).
8. **NO** toys are to be brought from home unless it is Show and Tell. We appreciate your understanding that "toy guns" or "war toys" are not allowed at school.

G) BIRTHDAYS

Your child may celebrate this special day with us if you wish. Cupcakes, cake, etc. may be brought in for snack time. Check with the teacher for the number of students in your child's class. If you are planning a private party for your child, you may distribute the invitations at the center, only when all the children in the class are invited.

H) PARENT / TEACHER CONFERENCES

Please be sure to make an appointment with your child's teacher to discuss your child's development. It will be a time of sharing joys, expressing concerns and of getting to know the

staff and the program better. Your child will be given progress reports two to three times per year. Parent / Teacher conferences will be offered once a year.

ARRIVAL PROCEDURES

Upon arrival at ABC Kidz Kare, the parents or the adult dropping the child off must sign the child into care using the ProCare keypad located next to the tuition box. Upon enrollment, you will be given a security code to sign your child(ren) in and out every day. Children are required to be escorted by their parent or the adult dropping them off to their designated classroom. Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear and get settled for the day.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

A) BREAKFAST

ABC Kidz Kare does not provide breakfast in the morning. Parents may send their children to school with a pre-prepared morning meal between 7:00-7:30 AM. After 7:30 AM, the children will be sent to their classrooms and all food items will be put away.

B) NOTIFICATION OF ABSENCE

If your child is ill, we request that you notify the Center Director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. ABC Kidz Kare will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

C) RIGHT TO REFUSE ADMISSION

ABC Kidz Kare reserves the right to refuse admission to any child at any time with or without cause.

PICK-UP PROCEDURES

Parents or other authorized adults are required to sign their child out of care using the ProCare keypad located next to the tuition box. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground.

Parents must take home all papers in the child's cubby or school bag each day.

Parents are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

A) LATE PICK-UP

ABC Kidz Kare is open 5 days a week – Monday - Friday from 7:00 AM - 6:00 PM. You may drop your child off at any time after 7:00 AM but you must pick your child up no later than 6:00 PM. A late fee of \$1.00 per minute, which will appear on your next invoice, will be charged for any child picked up after 6:00 PM. All measurements of time are to be according to the ABC Kidz Kare clock located in the childcare office.

B) EMERGENCY/ALTERNATE PICK-UP FORMS

At enrollment, parents will be presented with an Emergency Contact Form. Parents are encouraged to include on this form any and all persons who, in the course of events, may at one time be asked to pick-up their child from ABC Kidz Kare. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

The persons on the Emergency/Alternate pick-up form will be required to provide positive identification, (ex. Government issued photo ID) prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency Contact Form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

ABC Kidz Kare reserves the right to refuse/ban any person listed on the Emergency Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

FIELD TRIPS

ABC Kidz Kare occasionally supplements the in-class curriculum with off-premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

All children attending the trip must leave a clearly labeled car seat in the upstairs hallway. Only children with a car/booster seat may attend field trips.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher. ABC Kidz Kare provides all required supervision for all field trips, but invites and welcomes parents to attend.

Parents will not be permitted to transport any child, other than their own, on an ABC Kidz Kare sponsored trip unless prior written permission is received by that parent.

SCHOOL CLOSINGS

A) INCLEMENT WEATHER

In the event of heavy snowfalls, building emergencies, hurricanes, tornadoes, or other severe weather conditions, the center may open or remain open for as long as safety permits. As a general rule, ABC will follow the West Chester Area School District (WCASD) in regards to school closings due to inclement weather; ABC Kidz Kare reserves the right to make a call due to inclement weather independent from the WCASD. If the School District is operating on a one-hour delay we will open at 8:00AM. If the school district is operating on a two-hour delay we will open at 9:00AM. If the district is operating on an early dismissal we will close at 3:00PM. Full tuition is due for weeks in which emergency conditions require the center to close.

Please follow this 3-step procedure to receive the most up-to-date information:

1. **Listen** to KYW Radio 1060 AM – School Code 851
2. **Watch** KYW Channel 3 – School Code 851; NBC Channel 10 (independent listing); ABC Channel 6 (independent listing)
3. **Call** ABC Kidz Kare at 610-692-2451 ext. 19 for voice mail update

For the safety of both the children and staff, ABC management reserves the right to open or close the center at its own discretion.

B) HOLIDAYS

We will be closed on the following days:

New Years Day
MLK Jr. Birthday
President's Day
Good Friday
Memorial Day
Independence Day
Friday prior to first day of fall semester
Labor Day
Columbus Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve (Half-day)
Christmas Day

If one of the above days falls on a Saturday, the holiday will be observed on the preceding Friday. If the day falls on a Sunday, the holiday will be observed on the following Monday.

Holidays have been taken into consideration in the overall tuition rates, and full tuition is due for weeks in which these holidays occur.

During the week in between Christmas Day and New Years Day, ABC will be open from 7:00 AM to 3:00 PM daily.

The Friday prior to the first day of the fall session, ABC will be closed for a teacher in-service day.

TOYS FROM HOME

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parent fails repeatedly to enforce this policy with their children, the staff will call the parent and require that they come to the school and remove the toy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum and/or for nap/rest time will be inspected by ABC Kidz Kare staff for safety and appropriateness, and may be prohibited at the sole discretion of ABC Kidz Kare.

DISCIPLINE

Learning to interact in a socially acceptable manner is a skill that is developed within our childcare program. Sometimes children have difficulty functioning appropriately in a group setting. When the behavior of a child necessitates the constant attention of our staff, away from the rest of the group, "Time-Out" or "redirection" will be used. Problems arising in this area will be addressed with parents. Children repeatedly harming another child will be asked to find another caregiver, in accordance with a state mandate. It is our aim to be helpful and work closely with parents to resolve any problems in the above areas.

PLAY/SKILL DEVELOPMENT

Play is your child's job. Instead of earning a paycheck, he/she earns the skills needed to become a capable, independent adult. Your child will learn almost everything he/she needs to know by watching, listening, "speaking", tasting, smelling, handling, and moving about. At this early stage, children are capable of learning and absorbing more than many people realize. They should be able to play a wide variety of "games", use a wide selection of "toys", see a wide variety of objects and activities, and listen to a wide variety of books and songs. At the center, we will do our best to provide your child with this wide variety of experiences.

Through these experiences, we hope to help your child develop walking, talking, thinking, writing and reading skills. We also hope to help your child develop socially, emotionally, and spiritually.

CONFIDENTIALITY

Within ABC Kidz Kare, confidential and sensitive information will only be shared with employees of ABC Kidz Kare who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as ABC Kidz Kare strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, or other health related information of anyone associated with ABC Kidz Kare.

Outside of ABC Kidz Kare, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of ABC Kidz Kare, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of ABC Kidz Kare are strictly prohibited from discussing anything about another child with you.

PARENTS RIGHT TO IMMEDIATE ACCESS

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at ABC Kidz Kare, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) ABC Kidz Kare must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with ABC Kidz Kare, **both** parents shall be afforded equal access to their child as stipulated by law. ABC Kidz Kare cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, ABC Kidz Kare suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent’s right to immediate access. ABC Kidz Kare staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the childcare facility only at the discretion of the Center Director. An employee of ABC Kidz Kare will accompany visitors at all times, throughout the center.

ABC Kidz Kare will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, ABC Kidz Kare can not have a child at the agency when the child's parent is prohibited access. ABC Kidz Kare will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

PARENT CODE OF CONDUCT

ABC Kidz Kare requires the parents of enrolled children at all times to behave in a manner consistent with decency, courtesy and respect. One of the goals of ABC Kidz Kare is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of ABC Kidz Kare but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

A) SWEARING/CURSING

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in or away from the presence of a child. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward children or members of the staff.

B) THREATENING OF EMPLOYEES, CHILDREN, OTHER PARENTS OR ADULTS ASSOCIATED WITH ABC KIDZ KARE

Threats of any kind will not be tolerated. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

C) PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT ABC KIDZ KARE:

While ABC Kidz Kare does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner,

or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

D) SMOKING

For the health of all ABC Kidz Kare employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of ABC Kidz Kare. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

E) CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF ABC KIDZ KARE

While it is understood that parents will not always agree with the employees of ABC Kidz Kare or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

F) VIOLATIONS OF THE CONFIDENTIALITY POLICY

ABC Kidz Kare takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with ABC Kidz Kare. Any parent who shares any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

SUSPECTED CHILD ABUSE

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of ABC Kidz Kare are considered mandated reporters, under this law. The employees of ABC Kidz Kare are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at ABC Kidz Kare take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of ABC Kidz Kare can not be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without legal child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation