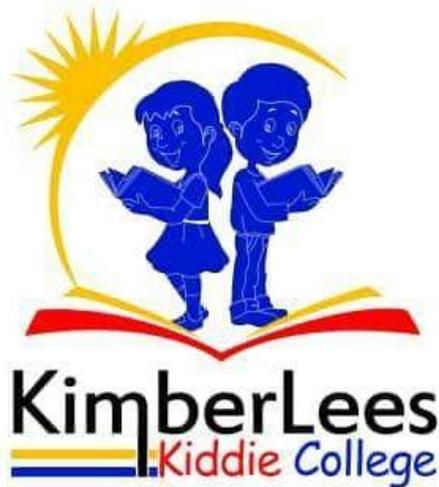


Parent Handbook



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Welcome to Kimberlees Kiddie College!

We are delighted that you have chosen our center to provide for the needs of your child. Our goal is to provide your child with a clean, safe, comfortable environment where they can play and learn with guidance and loving care while you are at work or attending school. In order to make our relationship as enjoyable as possible the following are some mutual beneficial requirements that are necessary to assure that there are no misunderstandings between either party and that each party is aware of the requirements. With hopes that these requirements are carried out in a businesslike manner. There is a lot of information here. Please read all of it. If any of the policies seem unfair or unnecessary, please take a moment to think about that policy and how it would apply to your current working situation. I'm sure it will make sense in that light. These policies are enforced for the same reasons policies are enforced in any job situation - for fairness and respect. If you have any questions please ask.

PLEASE NOTE: All forms must be updated yearly.

Our Philosophy

We believe...

- That children are precious and must receive care from adults who are capable and caring...whose values enable them to be excellent role models.
- That children should experience numerous positive learning milestones, leading an increased sense of competence and independence.
- That children's play is extremely vital to healthy physical development , acceptable social skills, and cognitive growth.
- That parents contribute to, and enhance the quality of care offered at Kimberlees Kiddie College.

**Kimberlees Kiddie College welcomes children of all race,
diverse faiths and ethnic origins.**

While diversity may include different faiths, gender roles, socioeconomic status and ethnicity it is not limited to just these areas. We believe that diversity also includes the different physical, cognitive, and social abilities that one possesses. We strive to create a developmentally appropriate classroom environment that not only reflects each child's unique abilities but also encompasses their home culture and experiences as well.

One of the most important things that we can do to teach our children about diversity is through role modeling that all people are treated with kindness and respect. While it is impossible to list all things we do to encourage diversity, listed below are some of the ways we incorporate diversity into our curriculum at Kimberlees Kiddie College.

- Our CHILD ENROLLMENT form encourages families to share their home traditions with us.
- We encourage families and members of our community to visit with us through out the year, not just special occasions, about their traditions and customs.
- Our teachers incorporate props and materials into the different learning environments that reflect diversity in the above mentioned areas.

Our Purpose

Kimberlees Kiddie College is dedicated to honesty, open communication, and the best care and education possible for all children enrolled in our center. We want everyone to be informed of all policies and additional important information at all times. We strive to serve your family as well as your children, with our top of the line educated staff and promote learning through developmentally appropriate activities in a quality, low stress, safe, and inclusive environment. Our mission is achieved through a strong commitment to four intrinsic values:

TRUST, INTEGRITY, PARTNERSHIP, and SUCCESS.

The Staff

Our teachers are specifically chosen for their interest and dedication to provide quality care, nurturing and passion to teach young children. Each member of our staff has education, training, and/or experience in early childhood education and meets the qualifications of the state of Ohio and Kimbeles Kiddie College. The staff must pass through criminal and child abuse record checks, reference check, and health examination. All staff will complete an orientation and our training process. We believe that learning is a lifelong process for children as well as adults. Our teachers are offered continual opportunities through out their employment to further their education and improve their skills. All staff are required by the state of Ohio to be trained as mandatory reporters . In the event of negligence, physical, or verbal abuse, staff members are obligated to report this information to child protection services for further evaluation. It is not our place to determine whether or not abuse has taken place, it is only necessary for us to suspect it. This information is documented and confidential.

Class Names and Ages

Rooms are divided by age and mobility.

Teacher assistants will be available to help in each of the rooms.

18 months to 2 years old- Tiny Tigers.....One teacher to seven children
2 to 3 years old- Busy Bears.....One teacher to eight children
3 to 4 years old-Zippin' Zebras.....One teacher to twelve children
4 to 5 years- Cruisin Camels.....One teacher to fourteen children
5 years/Pre-K- Leapin' Leopards.....One teacher to eighteen children
School Age- King Kangaroos.....One teacher to eighteen children

Business Hours

The center is open from 6:00 a.m. to 11:45 p.m. Monday thru Friday. At no time may children be in the center prior to opening at 6:00 a.m. There will be a \$3.00 per minute late fee after the allocated time agreed on your contract. If you know your going to be late it is your responsibility to have an emergency back up plan for someone to come and pick up your child/children. While we do appreciate your phone call that your going to be late, the appropriate fees will be applied.

Registration Fee

There is non-refundable \$75.00 registration fee per child. Anytime your child is withdrawn from our program for more than one week a \$50.00 per child , re-registration fee will be required. There is also an annual activity charge per child , based on age and which room they are in. This fee will automatically be taken out with turtion at the beginning of each year.

18 months to 2 years: \$20.00/annually

2-3 year olds: \$25.00/annually

3-4 year olds: \$30.00/annually

4-5 year olds: \$35.00/annually

5-Pre/K: \$40.00/annually

School Age: Will be determined by event/summer/school breaks

This covers special events, in house field trips, activities, special guests, etc. These prices are subject to change and you will be notified of these updates.

Payment And Late Fees

Tuition is due (or withdrawn) on Monday for the current week. We will take payments of cash, credit card, title 20 or automatic withdrawal. There will be a \$20.00 per day late fee added to your account every day payment is late. If fees are not paid we will not watch your child, we will consider your spot to be open. There are no refunds in fees for absences due to a child's illness or any other reason. Full fees are required regardless of whether or not your child attends.

We realize the financial burden falls upon us unexpectantly. Please come and talk to the director so we can work things out however, late fees will still apply. A two week paid , written notice is required when withdrawing your child from Kimberlees Kiddie College. All accounts that remain unpaid after your child is no longer enrolled are subject to a \$30.00 late fee each week until the balance is paid in full. Delinquent accounts unpaid after 30 days will be placed with a collection agency and assessed an additional \$30.00 collection fee recovery.

Holidays

We are closed on the following national Holidays...

New Years Eve- open till 12:30 p.m.

New Years' Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and the Friday after

Christmas Eve

Christmas Day

If the holiday falls on either Saturday or Sunday we will be closed that Friday or that Monday.

We will be closed on Presidents day as we will use this day for staff Professional Development Day.

There will be no reduction in tuition for any of these holidays.

Weather Related

Tuition is not reduced for absent days or center closing due to weather conditions. The center will make every effort to remain open during inclement weather. We will use the Pickerington/Columbus school district decisions as a reference. We will notify you via email/phone call if a change is going to happen. It will also be up on our website. We want to keep our staff and children safe. You will be notified if the center is going to close early....open late.....or be closed.

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Parent Participation

Parents are welcome to visit anytime. We strongly encourage parent participation unless limited by court order. Although we always appreciate volunteers, you must have a criminal and DCI background check at your expense to have any contact with any other child than your own. Relatives and friends who are allowed to visit your child or volunteer must remain in vision and earshot of the staff at all times unless th

Parent Vacations

After your child has been enrolled for 90 days, you will be granted one week. (one consecutive week) for vacation and your tuition will not be due. Please notify at least 2 weeks in advance when you plan to take vacations. **FOR FULL TIME CHILDREN ONLY.** If that week is not used within the year of the signed contract, you will lose it. It will not carry over. You are granted ONE week each year.

Extended Absences

In cases of your potential absence due to maternity leave, summer, or extended leave from your job, I will require ½ of your weekly fees for the entire time of your absence to hold your child's position. I must receive at least a 1 month written notice.

Arrival and Departures

Upon arrival, all children must be dressed in comfortable clothing and be prepared to begin their day. It is required that all children be brought into the center, checked in at the sign in table and taken to their room. At pick up, please do not let your child leave the center until you do. Please let us know if your child will not be coming to the center that day. A phone call or a note is necessary if someone other than the authorized person is going to be picking up your child. Please ask that person to bring photo I.D. with them. This person will also be allowed to sign accident/incident forms to be given to you.

Supplies

Each child is required to bring a light blanket (a beach towel is a good size) for rest time, and a complete set of clothes.

Although we will not be responsible for lost items, we do ask that you mark each item with your child's name on it, including coats/hats/gloves/blanket/extra clothes.

Parents with children in diapers are responsible for supplying diapers, cream, wipes, Kleenexes.

Once a month every family must bring in the following items...Kleenexes and wipes. you are more than welcome to bring in multiple packs at a time. You will be given credit for the extra. For example: If you bring in a 3 pack of Kleenexes and wipes, you are good for 3 months.

Personal Items

We provide a wide variety of playthings. We ask that no toys be brought to the center from home. Anything brought will be put up safely until the child is picked up. This policy is for the concern of all children in our care. Often times children have a hard time sharing the toys they bring from home or they get lost, stolen or broken.

Meals

All meals are nutritious and will follow CACFP. Children under the age of 2 years will be served whole milk, unless notified from parents/medical reasons. Everyone else will be served 1% milk. Any special allergy, medical, or religious needs must be specified in writing. Please do not allow your child to bring in drinks or food. Unless you have been given permission from the director. You are welcome to send treats for celebrations. We ask that they be store bought and not home made.

Discipline

At Kimberlees Kiddie College, our first concern is the safety and welfare of our children. Self-control and self discipline must be encouraged. Clear, consistent and reasonable limits are set to protect children, staff and the environment. Discipline should include positive guidance, redirection and the setting of a clear cut limits that assist the child in developing socially acceptable, behavioral and emotional controls. The center shall NOT use corporal punishment including slapping, shaking and slapping. No child shall be subjected verbal abuse, threats, or derogatory remarks about the child or child's family. Communication is the key here!

Medication

If your child is on antibiotics he/she continues to be contagious for 24 hours after the first dose of medication and can not return to childcare until this time period has passed. Child care regulations prohibit me from giving your child medication of any kind unless you have filled out and signed a Permission to Administer Form. All medication must be in the original, labeled container. If your child needs to take it twice a day it should be given at home unless it specifies otherwise. We will NOT give medication without a note from your doctor. We can apply cream for diaper rashes for 4 days after that we will need a doctor note. Medication forms are required to be filled out each month.

Medical Emergencies

Minor bumps and scrapes are inevitable, we will make every effort to keep your children safe through supervision and childproofing. Minor injuries will receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted immediately. If I am unable to contact either parent, I will call the emergency contact numbers supplied to me to 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.

Nap/Quiet Time

Most toddlers and preschool children in all-day care benefit from a scheduled period of rest. All children will be required to lie down for a nap/quiet time each day. We will not force your child to sleep but they are required to lie down quietly. Children have long days to. □

Damages

It is expected that your child be respectful of our property and furnishings. A certain amount of “wear and tear” is normal, but if your child intentionally damages any property through destructive behavior or roughness, you will be liable for 100% of the replacement costs. This reimbursement is due with your next monthly payment.

Open Door Policy

While your child is in Kimberlees Kiddie College care, you can always be assured that the door is open to you. Open Door does not mean that we keep our doors unlocked. For the safety of myself, staff and the children doors are kept locked except for scheduled drop off and pick up times. Please keep in mind there may be times when it is not possible for us to run to the phone (diaper changing, bathroom breaks, meals, etc.) If the phone goes unanswered, please do not become alarmed, simply leave a voice mail and a staff member will call you as soon as possible. You can also communicate through email.

Transportation

School: Kimberlees Kiddie College provides transportation to schools on our pre-determined route. See the director for the selected schools.

Field Trips: Kimberlees Kiddie College will be having the majority of programs scheduled at the center. Parents will be notified in advance when your child will be taking a field trip that require transportation. Parents will be notified a week before of the extra charges. Parent permission forms will need to be signed. If forms are not signed your child will not be able to attend the outing.

Communication

Communication is very important to us. When we accept new families into our center we like to be able share openly any concerns or questions that may arise. We feel that we are a team raising your child. If we can work together then your child can feel secure in knowing they have two families who love them very much. We grow to love each child. We are always glad to have a chance to be a part of their lives. We welcome questions, feedback, or discussions of any kind that affect a positive outcome for your child.

Pictures

It's always fun to capture the moment when participating during parties, program time and special events. We believe this is important in showing different stages in development as well as capturing the fun aspect. We, as a center, will take photographs throughout the day but will never post them anywhere on the internet, unless okayed by the parent. If shared on the internet it will be on the your personal account with seesaw and on our centers website. Your seesaw account will be provided to you at the time of enrollment. If your not ok with this please let us know.

Biting Policy

Biting is a concern for all parents. No one wants their child to bite or to be bitten. Biting is not acceptable, however it is a common stage for many children between the ages of 1 and 3. It is important to think positively of children who bite. Biting is a way of communication even though it is not ok. Staff will respond with a firm voice but with calmness. If your child has been bitten we are required not to announce the name of the child who did for confidential reasons. All bites will be cleaned with soap and water. If it draws blood parents will be notified. It will be the parents responsibilities to adhere medical treatment if you decide to. Kimberlees Kiddie College will do everything possible to work with the parents when biting occurs. The safety and well-being of each child enrolled in our center is our number one priority.

Physicals & Immunizations

The state of Ohio requires that each child enrolled into a center/preschool setting maintain current physical and immunization information on a yearly basis. Whenever, you child has a scheduled appt. please pick up your forms in the office to have your doctor fill out so that you can return them to Kimberlees Kiddie College promptly. They need to be signed, dated, and properly signed. Failure to meet these requirements will put your spot at the center in jeopardy. If you are a family who doesn't immunize please let us know and we will need this in writing and a professional medical note signed.

Outside Time

We make every effort we can to give the children outside time unless the weather does not permit us to. Your child should come prepared to go outside every day. Please bring boots, mittens, hats, scarves, sweatshirts, and jackets for your child. We recommend that you put your child's initials on each item. If your child is to ill to go outside then he or she is to ill to come to the center that day. We appreciate your cooperation concerning this.

Health & Safety Policies

In order to keep our children and staff as healthy as possible, we ask that you do NOT bring your child if he/she is ill. If your child becomes ill during the day, you will be notified. You will be required to come and pick up your child immediately (within 30 minutes) after contact. Please have an "emergency" back up person to pick up your child if you are not able to.

If your child receives shots, they are required to stay home for the remainder of the day in case of rashes, fever, or discomfort.

If your child has symptoms of vomiting, diarrhea, fever they should be symptom free for 24 hours before returning to Kimberlees Kiddie College.

Parents will be notified if they are exposed to any communicable disease within the community.

Upon enrollment and annually you will be required to sign a medical emergency form to treat your child in your absence. If emergency treatment is needed we at Kimberlees Kiddie College will act accordingly until you arrive, this includes but not limited to...CPR, choking, calling 911, applying pressure to bleeding areas etc. Immediate treatment will be obtained for minor scratches, scrapes, insect bites etc. Parents will only be contacted if further medical treatment is needed. Otherwise a accident. Incident/form will be filled out and will need to be sign by the person who picks up your child.

Please keep this handbook with you to refer to when you have questions.

Please sign the separate contract paper and return it with your paper work.

We are looking forward to a good year with your child/children. I will do my best to make sure your child's experience in my center is a happy one!

Kim Woods/Ampiah

Remember TRUST and COMMUNICATION are vital to quality childcare. Please do not jeopardize your child's placement with unethical behavior.

Policy Handbook

The following contract pertains to the policies set forth in the Parent Policy Handbook governed by the state of Ohio and Kimberlees Kiddie College. It is the Parent's responsibility to read the Policy Handbook completely before signing and it is the Parent's responsibility to abide by all the policies stipulated in the Policy Handbook. This is a legal and binding agreement and signing it obligates you to this legally. By signing each section I (the parent) am agreeing that I (the parent) have read and understand the Policy in the Policy

I/we have read and understand all of the policies in this handbook. We will abide to them at all times.

Both parents must If applicable.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Director Signature _____ Date _____

Please return this with your paperwork