

PARENT POLICIES AND PROCEDURES

2020-2021



Dear Families:

Welcome to Kiddie Kare where we are establishing tomorrow's leaders. Your child's success is our top priority. To support our inclusive community, we provide each child with a safe, nurturing, and caring environment where they can explore, learn, and grow to their full potential. Children learn through play and here we provide lots of opportunities and activities for this. We have an open-door policy and parents are welcome to come anytime their child is in care.

Choosing a childcare facility is difficult and particularly important, and we appreciate the fact that you are entrusting us with the care of your child.

Here at Kiddie Kare Learning Center your child will thrive and grow, as well as be exposed to new and exciting things. Safety is of the utmost importance and is considered in everything that is done

Thank you for allowing us to serve your family.

Kiddie Kare Learning Center

Management and Staff

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Hours and Days of Operation: 7:00 am – 6:00 pm Monday-Friday

Ages of Children Served: 6 weeks– 12 years of age

Schedule of Fees:

No Transportation is provided.

Annual Registration	\$50 on your anniversary date. (Non-Refundable)
Infant	\$242.00/week
2 years	\$232/week
3-5 years	\$217/week
School Age Children	\$45.00/week-Before School \$65.00/week-After School \$100.00/week-Before and After School \$142.00/week-Full Day/Summer

We Do Not Provide Transportation

Enrollment Procedures:

- Parent and child will be given a tour of the center
- Parent and child will be introduced to staff
- Parent and the Director will go over programs operational policies
- Parent will complete, sign an application for enrollment.
- Parent will fill out and sign all required forms
- Parent will be given a summary of the NC Child Care rules and regulation
- Parent/guardian with custody agreements must provide documentation that states the custody arrangements. We reserve the right to ask that only the parents or legal guardians pick up the child in certain situations.

Trial Period:

There is a two-week trial period for each family. Either party may terminate this agreement within this period in writing, via phone, or letter, with or without cause. No refunds will be given during this time. After the initial two-week trial period a 2-week written notice will be required.

Daily Activities:

Playing is your child's work. The lesson plans will be created with this in mind. When children play and interact with a variety of toys and activities that stimulate their social, emotional, physical and cognitive skills, their minds and bodies are preparing for future success. During the day children engage in group activities, music, language, art, water play, science, and creative art.

We take the time to listen to your child. Take an interest in what they accomplished each day. This will set the tone a good and healthy long-term relationship with your child.

Parent Involvement:

You are encouraged to participate in activities at Kiddie Kare Learning Center. Some ways are by volunteering during birthday celebrations, holiday or seasonal parties, cookouts, reading a story to the children, or sharing a special talent. If you have other ideas, please feel free to share them with me. You are always encouraged to discuss your child's progress and/or any concerns with me. If you have praises about the program, questions or concerns feel free to also discuss them with me.

Arrival/Departure Procedures:

Parent (guardian) must come in with their child and sign their child in and wash their hands. Only persons listed on the enrollment form will be permitted to pick up your child, ID will be requested the first time they pick-up.

Late Pick-Up:

The Kiddie Kare Learning Center closes at 6:00 p.m. daily. If you are running late please call. If your child is picked up after 6:00 p.m. a late fee of \$1.00 per minute with a minimum of \$10.00 will be charged, payment must be made upon pick-up. Our clock is used to determine the time.

Payment Procedures:

Payment is due on Monday of each week. Cash/Check/Money Orders are forms of payment that we accept. Full payment must be made whether your child is in attendance or not. There will be a \$25.00 late charge for payments not made each Monday by 6:00 pm. There is a \$30.00 charge for **all** returned checks. If one check is returned all future forms of payment must be cash or Money Order. Full-time fees are charged when your child is absent due to illness this is to ensure that your child's space is retained.

Disenrollment Procedures:

A two-week notice is required to withdraw your child from Kiddie Kare Learning Center. If you remove your child without a two week notice for any reason you are still responsible for the weekly payment.

Delinquent Account Procedures:

Accounts outstanding for two weeks will be sent to collections.

Holidays and Closings:

We are closed the following holidays; you are still required to make your full payment:

New Year's Day, Martin Luther King Jr. Day, Memorial Day, Labor Day, Independence Day, Thanksgiving (Thursday and Friday), Good Friday, Christmas Eve and Day, Personal Day.

Vacations:

Each family will receive 1 week of tuition free vacation each year. Your child must be in attendance for 1 year before your free vacation week. Your child must be absent for the entire week in order to be given a free week.

Health and Safety Procedures:

All efforts are made to provide a safe indoor and outdoor environment for the children. Children and Staff wash their hands upon arrival. Monthly fire drills are conducted with the children to ensure that everyone knows the correct procedure to follow in case of a fire. I am certified in CPR and First Aid and these certifications are kept current. First aid supplies are always available for use if necessary. Health and emergency information is kept on file for each child and is updated, as necessary. General cleaning as well as disinfecting is done daily (cleaning of toys, wiping table/highchairs, and outdoor inspections).

Meals and Snacks:

Kiddie Kare Learning Center is enrolled in the Child and Adult Care Food Program. All meals and snacks meet the USDA requirements. Children are served a nutritious breakfast, lunch and a snack. Milk is served with breakfast, lunch and snack. Water is provided all throughout the day. Menus are done on a weekly basis.

Breakfast will be served between 8:00-9:00 am, lunch 11:30am -12:30pm, snack 3:00-3:30.

If your child will be arriving later than these times, please make sure your child has eaten before arriving.

Parents are required to provide bottles with the current date and their child's name. When your child transitions to baby food this will be provided for by Kiddie Kare Learning Center. Parents can also choose to use the formula provided by Kiddie Kare Learning Center.

Parents are asked not to bring food to childcare for their child unless there is a special need such as a special diet due to allergies or a special occasion such as a birthday or holiday. Any baked goods brought to childcare that are to be shared with other children will need to be purchased from a bakery that is inspected by health officials, (such as a grocery store bakery.) Pre-packaged goods are also acceptable.

Infant feeding schedules are to be completed by parents for children under 15 months old and are to be updated in writing as the child's food habits change.

Safe Sleep: (SEE SAFE SLEEP POLICY IN YOUR FOLDER)

Toilet Training:

We do provide toilet training; however, this can only be done with the parent's cooperation. We ask that you recognize that this process is a part of your child's physical growth and can only begin when a child shows signs of interest, can remove his/her clothes and can communicate with words. Rewards for success shall be emphasized rather than penalties for failure. Children will need pull-ups and clothes that are easy to pull down or snap leg pants.

Sick and Exclusion Procedures:

If your child can not participate in their normal daily activities, please keep them at home. If your child has any of these following illnesses or conditions, you must keep your child at home:

A temperature above 100.4 degrees Fahrenheit. Your child must be fever free for 24 hours without the use of fever reducing medicine before they can return to care.

- Vomiting (2 or more times in 12 hours)
- Diarrhea (3 or more watery stools in 12 hours)
- Have Scabies or Lice
- Have a red eye with white or yellow discharge
- Strep Throat
- Any Communicable Disease

Depending on the illness you may be required to bring a doctor's note before your child can return to care.

Your child must be free of all symptoms for 24 hours before returning to care.

If your child gets sick while in care you will be called and asked to pick them up.

I know that it is difficult to be out of work when your child is sick. However, when your child is sick, they are more comfortable in their own homes and beds with you caring for them. We want to keep all the children as healthy as possible. Please contact me if your child has a contagious condition so that I and the other parents may be advised of the situation and be able to respond appropriately for the other children in care.

Medications Policy:

Any medication must be in the original bottle or container. Prescription medication must include the original prescription label and instructions. Kiddie Kare Learning Center will not administer any medications, creams, or sunscreen without written consent from a child's parent or guardian. Expired medications will not be given to any child. Parents must hand all medications, instructions, and consent forms to me personally.

Discipline Policy:

The method of discipline used by our staff includes praise, separation from the group or redirection. No corporal punishment will be used at any time on any child for any reason. No child will be punished in relation to food, rest or toileting accidents.

A copy of the discipline policy will be reviewed at the child's time of enrollment and a copy of the signed policy will remain as part of the child's file. A copy will also be given to you for your reference.

Abuse and Neglect:

North Carolina law requires any person who suspects child maltreatment at a childcare facility to report the situation to the Intake Unit at Division of Child Development and Early Education at **919 814-6300 or 1 800 859-0829**. Reports can be made anonymously. A person cannot be held liable for a report made in good faith. North Carolina law requires any person who suspects child abuse or neglect in a family to report that to the county department of social services.

Severe Weather Policy:

I will contact parents by phone or email if we are closed or closing early.

Immunizations:

Your child's medical and immunization forms must be returned within two weeks of your child's enrollment. All children must have their immunization information 30 days from enrollment, or they will not be able to continue in care.

Items to be provided by Parent/Guardian:

Diapers/Pull-ups, wipe, diaper creams, change of clothing, bottles with the child's name and the current date, a blanket for naps for the older children. Children should wear shoes that lace or Velcro and sandals with a strap at the back. No flip flops please.

No Smoking: (SEE POLICY IN FOLDER)

Kiddie Kare Learning Center is a tobacco-free Child Care Facility. Policy prohibits the use of all tobacco products: Everywhere, By everyone, Always.

THE KIDDIE KARE LEARNING CENTER CLEANING SCHEDULE

- DAILY:** Mouthed toys and surfaces washed and disinfected
Bathrooms are cleaned and disinfected
Trash taken out
Floors are swept and mopped; carpets are vacuumed
Check outside area to ensure it is ready for play
Check water temp must be 90-110 degrees
Prepare bleach solution
Infant Sheets are washed, and sheets that are soiled
High touch areas are cleaned and disinfected regularly throughout the day
- WEEKLY:** Wipe shelves down
Clean out refrigerator
Sheets washed
- MONTHLY:** Wipe walls down
Check smoke detector and carbon monoxide detect

Emergency Procedures:

- Parents will be notified by phone and or text.
- If we must leave the premises, we will go across the street across from our parking lot.

Parent Signature: _____

Date: _____

I have read and received a copy of the following forms from **Kiddie Kare Learning Center**.

- Covid-19 Requirements (addition)
- Discipline and Behavior Policy
- Summary: North Carolina Child Care Law and Rules
- Safe Sleep Policy (If applicable)
- Shaken Baby Syndrome Policy (If applicable)
- Emergency Procedures Policy
- Infant Feeding Plan (If applicable)
- Daily Schedule
- Parent Handbook
- No Smoking

These policies have been discussed with me. I understand the policies and agree with them. I will be notified in writing if any changes are made.

Child's Name _____

Date of Birth _____ Date of Enrollment _____

Parent/Guardian's Signature _____ Date _____

Director's Signature _____ Date _____

COVID-19 INTERIM REQUIREMENTS

1. Keep six feet of distance whenever feasible.
2. Daily health screening of any person entering the building, including children, staff, and family members, and other visitors to identify symptoms, diagnosis, or exposure to COVID-19.
3. Use face coverings and wash hands (Wear, Wait, Wash).
4. Maintain rations.
5. Face coverings should not be placed on; children under the age of 2, anyone who has trouble breathing, anyone who cannot tolerate a cloth face covering due to developmental, medical or behavior health needs.
6. All workers, all other, adults, and children five (5) years or older on site wear a face covering when they are or may be within six (6) feet of another person, unless the person (or family member, for a child) states that an exception applies.
7. Disinfect frequently touched surfaces with and EPA-registered disinfectant that is active against coronaviruses throughout the day and at night.