Kid’s World

Learning Center

2018 Parent Handbook

Our mission is to provide a high quality childcare experience that meets the needs and expectations of parents in the Stillwater area.

**-We are a small center only taking 45 children.**

**-There is only one group per room.**

**-Director spends time in classrooms daily.**

**-Our focus is on hands-on learning encouraging creativity and individuality in every child.**

**-Emphasis is placed on imaginative play, positive social interactions, and pre-reading skills.**

3318 North Perkins Road

 (405) 707-0045

Website: www.kidsworldlearningctr.com

Email: director@kidsworldlearningctr.com

“LIKE” us on Facebook for daily happenings

**POLICIES**

1. **DAYS/HOURS**

Kid’s World will operate Monday through Friday from 6:30 a.m. to 6:00 p.m.

Kid’s World will close for the following holidays: New Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Eve and Christmas Day. If the holiday falls on the weekend we will be closed on the state observed date(s). These days will be included in tuition.

Our staff is paid until 6:00. After that time, it will be the parent’s responsibility to pay the teacher who has to stay late for their child. The late fee will be paid that day to the teacher waiting for you. The rate is $1 per minute you are late. After your 3rd time of being late, we will ask that you make other arrangements for childcare.

1. **ENROLLMENT**

We welcome children birth-3rd grade (Children may come the summer after they complete 3rd grade).

All necessary forms and first payment must be turned in before your child care can begin. These forms include Kid’s World daycare forms, state licensing forms, and a copy of your child’s up-to-date immunization record (according to the State Health Department regulations).

A child in considered enrolled at Kid’s World until parents have notified us of their intent to remove their child. If your child does not attend for a full week and we have not been notified of their absence and their tuition has not been paid, we will assume they are no longer attending. That spot will then be available to other families. If after that time you wish to re-enroll your child enrollment fees will be due again.

1. **TUITION & FEES**

There will be a one-time registration/equipment fee of $40 per child. (2nd child $30, and each additional child beyond 2nd will be $20 per child.)

All tuition is due in advance. All payments are due on the first day of care for the week. There will be a $20 late fee for all payments that are not received in full by Wednesday of the current week. Your balance must be paid in full by the following Monday morning before your child can be dropped off.

DHS co-payments are due the 1st of each month. A late fee will be added to your account on the 3rd, and your child will not be able to return until your balance is paid in full. If your case with OKDHS is not open and active your child will not be able to attend. This will apply to current clients whose case is closed for any reason. The only exception to this will be if your DHS worker calls and lets us know that you ARE approved for a full-time spot, not that your case is under review or that you should keep swiping until your card is approved.

We do not hold spots that have not been paid for beyond one week.

A $25 charge is assessed for non-sufficient fund checks. You will be responsible for making the payment for the amount for which the check was written, the return check fee and the late payment fee in full by money order or cash. After 2 such occurrences, payments must be made by money order, cashier’s check, or cash.

1. **WEATHER POLICY**

We will make our own decisions about closing on bad weather days based on the safety of our staff and families. We put an outgoing message on the answering machine and post on Facebook to let parents know if we will be closing. You will want to “like” us on Facebook! We will update Facebook and change the answering machine message as soon as a decision has been made regarding closings. Should a weather emergency occur during operating hours, where we feel it is no longer safe for our children or staff, parents will be contacted to pick up their children.

1. **VACATION POLICY**

One week of vacation, per calendar year, will be offered. Vacation will be available for use after your child has been attending for 6 months. You must give a notice of at least two full weeks. The vacation must be Monday-Friday in order to not be billed for tuition.

1. **COMPLIANCE FILE**

Parents are welcome any time to view our compliance file which is located on the counter by the front door.

1. **RELEASING YOUR CHILD**

Kid’s World will not allow anyone other than parents or guardians to pick up a child without written or verbal communication. If someone other than yourself will be picking up your child PLEASE let us know in the morning if possible. We would rather make these arrangements in person than over the phone. If you must call to make arrangements you will be required to give your passcode to verify your identity. If someone will be picking up your child we will need to see their ID, so please let them know this in advance. This is done to ensure the safety of your child.

1. **ARRIVAL & ABSENCE**

When children arrive we ask that they be walked into their classroom by the party responsible for them. This person should also check them in at the front counter by writing their arrival time and initialing. We ask the same upon picking a child up, please check them out at the front counter and get them from their classroom. Children must be checked in by 9:00 AM or Kid’s World must be contacted if they will not attend. Parents will be called if a child has not arrived by 9:00 AM and we have not been notified.

1. **ILLNESS**

We ask that you do not bring sick children to Kid’s World. This is for the health of all children. **Children who have been ill during the night or have had a fever should not be brought to Kid’s World.** Parents will be called and their child must be picked up if they become sick while in our care. We ask that all children are picked up within 30 minutes of being notified, as to limit exposure to other children. The following are signs of contagious disease please keep your child at home if they exhibit any of these: fever, rash, sore throat, infection in their eyes, upset stomach, vomiting, diarrhea, or other signs of contagious illness. We cannot make exceptions to this rule, because we have no way to verify the cause of the symptoms (ie. They are teething, drainage is causing them to throw-up, etc.)**. Children must be symptom free for 24 hours before returning to care.** If your child is sent home for any of the symptoms listed above we ask that they remain at home the next day (ie. If sent home any time on Monday, child could not return until Wednesday). Notify Kid’s World immediately regarding any contagious disease. We will notify parents of a contagious illness in our center via a note placed at the front check in counter or an individual note sent home with each family. We randomly check children in our care for head lice. If upon these checks we notice head lice we will contact parents immediately to pick up their child(ren). Children are able to return to our care the following day if they have been treated and staff checks to ensure all lice and nits have been removed. The same procedure is in place for other types of infestations.

1. **MEDICATION**

If your child is on medication and it needs to be administered while they are at Kid’s World, the medicine must be in the original container and labeled with the child’s full name, doctor’s name, name of medication, dosage, and when to be taken. Medicine will need to be taken home daily. Over the counter medication will be given according to the instructions on the label. We are not able to give medicine where your child does not meet the age requirements unless you have written directions from your doctor. You must also complete a form giving written authorization. This form as well as medication should be left with the administration at the front desk, and will be administered only by administration. Medicine cannot be left in the classroom with your child. We will not administer medicine that could be given at home (ie. They only need it once or twice a day). We will only administer medicine that is oral or topical with the exception of epi pens. Any medicine that is expired or no longer needed will be sent home to be properly discarded or stored by the parent(s). All medicine (with the exception of diaper rash cream) must be left with staff at the front desk and will be administered by our administration.

1. **EMERGENCY PROCEDURES**

At this time we do not transport children. Should a medical emergency arise we will contact a parent unless we feel an ambulance is needed, in which case we will call 911 and then a parent. Poison control will be called first and then the parent in the event of any exposure to dangerous chemicals/poison. We use a monitored fire alarm system in our center. We have specific fire escape procedures and we practice them monthly with the children. We also have specific tornado safety procedures and practice them as well. If bad weather occurs, and we know in advance, we ask that parents come as soon as possible and pick up their children. We have no “safe room” located in our facility so we believe that the safest situation is to get out of the building and go to a cellar with parents. Our safest place is the hallway running down the middle of the center. In the case of any emergency parents will be notified as quickly as possible.

All people in the state of Oklahoma are required by law to report suspected child abuse or neglect. This applies to all employees of Kid’s World. If we suspect child abuse the proper authorities will be notified.

1. **BEHAVIOR/EXPULSION POLICY**

It is our thought at Kid’s World that children need redirection and guidance when misbehaving. Children often act out because they get over stimulated and do not know how to handle certain situations. Our staff will work with all children to develop appropriate actions and behaviors by directing them away from poor behaviors and towards better ones. We use time out as a last resort after all other options have been exhausted. A child will only remain in time out for 1 minute per year of age (ex. 3 years = 3 minutes). Staff at Kid’s World will NEVER use physical punishment or be verbally abusive to your child. It is rare that discipline problems cannot be handled if parents and staff work together. However, there are some cases when parents must be called to pick up their child. If this occurs, we ask that your child be picked up immediately. After the 3rd time of being called we ask that you make other arrangements for childcare. If certain extreme behaviors arise (from the child or parent) we reserve the right to ask you not to bring a child back. We must do this to create a positive environment for children and staff as well as to ensure their safety.

1. **POTTY TRAINING**

All children potty training in the center will have to be in underwear or pull-ups. NO DIAPERS. If your child arrives in a diaper, we will assume they are not working on potty training here. Once you have begun potty training at home and are having success at least 2-3 times a day, we will change from diaper changes each hour to bathroom breaks each hour. Once we start taking your child they must go in the toilet at least twice per day for us to continue. If after 3 days we are not having any success, we will assume they are not ready to potty train here and go back to changing them rather than taking them to the bathroom. Please note that we do not utilize potty chairs, so children use the full-size toilet.

**PROCEDURES**

1. At Kid’s World we believe children learn best through creative hands on experience, this sometimes means children will get messy. Please send your child in clothes that can get dirty.
2. We request that a change of clothing be sent to school for each child. Please include shirt, pants, underwear and socks. As with all clothing, please make sure that it is marked with your child’s name. Make sure that a name is in all sweaters, sweat shirts, coats, hats, gloves, etc. PLEASE MARK EVERYTHING.
3. We are required to take the children outside each day unless the weather is extreme. Please keep this in mind when dressing your children for the day. Please be sure to send warm clothing for cold or cool weather. Also, if your child is too sick to go outside, please make other arrangements for child care for those days. We apply sunscreen before outside time in the morning and again in the afternoon with permission (infants under 1 are kept out of the sunshine). Although not considered medicine, insect repellent falls under the same policy as medication and must be taken home daily when you wish to have it applied.
4. Kid’s World will make every effort to ensure the safety and security of every child entrusted to our care. Please help us in this endeavor by not sending toys and playthings from home. They may bring items from home to share if your child’s teacher has let you know it is their day to share/show-and-tell. Your child is responsible for keeping up with it and knowing where it is at the end of the day. Therefore, if it is something special you may want to leave it at home.
5. Accidents and mishaps will happen with children. We will write down the situation in a duplicate “ouch” report. We will send one with the parent and we will keep the other on file. Please know that this isn’t for little bumps and bruises they get when playing. Serious injuries will be reported to parents immediately. No “poisons” are kept in our classrooms, but should exposure occur we would notify poison control and parents immediately.
6. Parents are invited to come to our school at any time, especially those “special days” when there is a party, or just to drop by and read a story. We encourage parent participation in our program and policy development. We would like to hear your suggestions, ideas, and your outlook on our program as concerned parents. Parents are encouraged to request a conference any time they deem one is needed. You are welcome to observe or drop in any day!
7. A menu will be posted in each room. If your child wants to bring a lunch they may do so. You are welcome to send a birthday cake or special treats anytime you like as long as you send it in the original container from the store (DHS requirements).

We provide the following:

7:45 – 8:30: Breakfast

11:00 – 11:30: Lunch

3:00 – 3:30: Afternoon Snack

If your children will not arrive during our meal times please feed them before arriving.

1. After lunch a period is provided for all children 5 and younger to rest. This is also staff’s time to clean up. \*We furnish a cot, sheet, and blanket at rest-time\* The children that are school-age have a short “brain break” period and then are allowed to do quiet activities.
2. Your child’s teacher will post age appropriate activities and curriculum weekly. Daily sheets will be given for all children. They will be placed in their cubbies, but on some occasions a teacher may not have placed them in cubbies yet, please just ask your child’s teacher for their activity sheet.
3. All infants are laid down to sleep on their back. When they are able to roll over to their stomach they are allowed to do so. Nothing (blankets, pillows, toys, etc.) is placed in the beds with infants. Infants are allowed a pacifier when going to sleep but it may not have attachments or be attached to their clothing. We do allow infants to sleep in sleep sacks if they need to be swaddled. Infants are checked on at a minimum every 10 minutes.

**Please feel free to visit with your child’s teacher or the director about any concerns, complaints, and/or suggestions you may have. Our focus is the children, but we also hope to build trust and friendship with every family that attends Kid’s World.**

Contract with Kid’s World Learning Center

Please check the box or boxes (if more than one child) for which you are enrolling children. This needs to be returned with your application for child care.

There will be a registration/equipment fee of $40 per child (2nd child $30, and each additional child will be $20 per child). This must be paid at the time of enrollment.

|  |  |
| --- | --- |
| Age of Child | 5 DayM-F |
| Birth-12 months | $175[ ] |
| 1 Year | $160[ ] |
| 2 Years | $150[ ] |
| 3 Years | $140[ ] |
| 4 Years and Up | $120[ ] |
| Full Day (School Out Charge) | $25[ ] |

Equipment Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Weekly Tuition Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I will pay (due before care is received): Weekly:\_\_\_\_\_\_\_ Bi-Weekly:\_\_\_\_\_\_\_ Monthly:\_\_\_\_\_\_\_

DHS: I have no co-pay:\_\_\_\_\_\_\_ I have a co-pay (Due on the 1st of each month, list amount):\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print your child/children’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sunscreen Release 2018

Please Check one of the following:

\_\_\_\_\_ Kid’s World has permission to apply sunscreen to my child before going outside.

\_\_\_\_\_ Kid’s World does not have permission to apply sunscreen to my child before going outside.

Please Check one of the following:

\_\_\_\_\_ I will pay $10 per child, and my child will use sunscreen provided by Kid’s World (We will use SPF 35 or higher). The $10 will pay for sunscreen for the calendar year.

\_\_\_\_\_ I will provide a bottle of sunscreen (one for each child) labeled with their name. (This will be left in their room, so it can be applied before we go outside.)

Photo Release for Kid’s World Learning Center 2018

Please Check one of the following:

\_\_\_\_\_ I give permission for Kid’s World to post pictures of my child on their website ([www.kidsworldlearningctr.com](http://www.kidsworldlearningctr.com)) & On their Facebook page (Like us if you haven’t already)

\_\_\_\_\_ I do not give my permission

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initial by Parent/Guardian Initial by Staff

\_\_\_\_\_\_\_\_ Parent Handbook \_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_ Tuition (Due Monday of each week) \_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_ Co-Pay (Due 1st of each month, late after 3rd) \_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_ Enrollment Fee \_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_ Availability of Spots (Full-Time) \_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_ Supplies Parents Provide \_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_ Weather Policy \_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_ Vacation (After 6 months) \_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_ Illness (Cannot return for 24 hours) \_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_ Sunscreen Release \_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_ Photo Release \_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_ Preschool Letter for Rainforest Room \_\_\_\_\_\_\_\_

I understand that following these policies and procedures, of Kid’s World Learning Center, is required for enrollment.

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have any questions, comments, or concerns we encourage you to immediately bring these to our attention. Thank you for allowing us the opportunity to provide quality care to your family.