



Family Handbook



2401 W. MOORE ROAD, MUNCIE, IN 47304



WWW.KALEIDOSCOPEKIDSMUNCIE.COM



Kaleidoscope Kids Center Information

Address

2401 W. Moore Road Muncie IN, 47304

Phone

(765) 749-0196

Website

<https://www.kaleidoscopekidsmuncie.com>

Kaleidoscope Kids Leadership Team

Janelle Kramer, Owner

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Kristi Walters, Director

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Leadership Team (Janelle, Kristi, Kanda)

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Christy McCashland, Office Manager

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The owner is legally responsible for Kaleidoscope Kids Childcare Center.

Welcome to Kaleidoscope Kids! Kaleidoscope Kids is a childcare and educational center built, owned, and operated by longtime local childcare provider Janelle Kramer, which will serve up to 180 children. Kaleidoscope Kids will offer a safe, nurturing, and educational environment for children ages 6 weeks to 5th grade. We take pride in the implementation of our in-house curriculum which introduces and enhances each child's physical, intellectual, emotional, and social growth at every developmental stage. We encourage our children to be adventurous, creative, humble, and determined. With the combination of our enriched curriculum, nurturing environment, and partnership with families we equip children for their next level of learning by guiding them to form the skills necessary to effectively partake in teamwork, solve problems and become upstanding citizens in our community.

Philosophy

We strive to provide a safe, fun, and nurturing environment which will positively influence the physical, emotional, intellectual, and social growth of each individual child. We wish to prepare our children with the skills necessary to effectively solve problems, make good decisions, and become productive and upstanding citizens.

Core Values

- Be adventurous, creative, and open-minded
- Pursue growth and learning
- Build open and honest relationships using effective communication
- Build a positive team spirit
- Be passionate, determined, and humble

Licensing

Kaleidoscope Kids is licensed by the State of Indiana and is inspected annually. Parents may request to view a copy of the state licensing standards and the most recent licensing inspection report at any time.

Admission

Kaleidoscope Kids will accept any child from 6 weeks to 5th grade for childcare 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 unless explicit, documented, formal written reasons for refusal to admit or provide care to a child. Initial admission is contingent upon the receipt of pre-enrollment requirements. Continued enrollment at Kaleidoscope Kids depends on the parent's, emergency contact persons' and child's adherence to the policies outlined in this handbook including timely payment of all weekly invoices. Parents are responsible to notify the center if any of their child's information changes for safety reasons. Childcare spaces will not be held for children who withdraw for the summer months or other extended absences. Reasons for the refusal of admission include but are not limited to:



1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.
4. Domestic situations that present a safety risk to the child, staff or other children enrolled at Kaleidoscope Kids if the child were to be present.
5. Parent failure to maintain accurate, up to date records.
6. Parent failure to complete and return required documentation in a timely fashion.
7. Parent failure to follow the payment policy as outlined in this handbook.

Families will not be reimbursed for days when their child is refused admission to the program.

Pre-Enrollment Requirements

Each child should have a complete pre-enrollment packet of information found on the Family Portal prior to the child's first day of attendance. Per licensing regulations, all children must have a complete, up-to-date immunization record on file that is updated annually. Please meet with the director if your child is not immunized for any reason to determine whether you meet the requirements for an immunization waiver. Parents are required to have an immunization record or a waiver on file, so that the center can maintain compliance with licensing regulations. The information provided in these forms is confidential and must be kept up to date by the parents. All children must have a Health Record indicating the child's ability to attend Kaleidoscope Kids completed by a licensed medical professional. All above items can be found on the family portal.

Waiting List

Kaleidoscope Kids keeps a waiting list of children hoping to enter the program. Priority is given to siblings of currently enrolled children and then a first come, first serve basis. A deposit in the amount equal to one week's care will be paid by any family wishing to hold a spot on the waiting list for up to 6 months. If your child is offered a spot and you do not wish to enroll them at that time, you will be moved to the bottom of the waiting list. Once six months from the date of the deposit lapses, families will be removed from the waiting list. If the child is enrolled, the deposit will be credited to the child's account. The deposit is non-refundable if the child does not enroll, or the family is removed from the waiting list after the six-month time period.



Hours of Operation

The center is open Monday through Friday from 7:00 am until 6:00 pm. The center is closed on the following days:

- New Year's Day and the following day
- Week of Ball State Spring Break
- Memorial Day
- Week of July 4th (if the 4th falls on a weekend, it will be the following week that is closed)
- Labor Day
- Thanksgiving and the following day
- Christmas Eve
- Christmas Day
- Week between Christmas and New Years
- New Years Eve

Payment

Parents and/or legal guardians must sign the contract prior to enrolling their child at Kaleidoscope Kids. Parents and/or legal guardians will indicate to whom all billing information should be sent. The charge for the child's care is the same each week based on the schedule selected in the contract regardless of the child's attendance. There is no credit or refund given for vacations, scheduled school holidays, child illness, irregular attendance or for closings due to emergency situations as outlined in the Emergency Closing, Pandemic, Inclement Weather section of this handbook. Parents and/or guardians will be responsible for paying the full weekly rate for the 1-2 day holiday closings listed under the Hours of Operation section of this handbook and will not pay the weekly rate for the weeklong closings. If at some point your childcare needs change, please inform the office as soon as possible to assess whether an adjustment is feasible.

Timely payments are essential for continued enrollment at Kaleidoscope Kids. Payments must be paid in full via autopay weekly on Friday for the coming week of care to receive the pre-pay rate. If you need a different pre-payment schedule, please email christy@kaleidoscopekidsmuncie.com.

Additional fees will be assessed for late pick-up, early drop off, or returned autopayments. Rate increases of 5% will be assessed each new calendar year on January 1st.

Payment assistance may be available through the Indiana Child Care and Development Fund (CCDF) for parents and/or guardians who qualify. Contact the leadership team for more information.

Questions regarding childcare schedules or attendance should be directed to team@kaleidoscopekidsmuncie.com. Questions regarding childcare payment receipts, invoices, statements, or autopay changes should be directed to christy@kaleidoscopekidsmuncie.com.



Confidentiality

Kaleidoscope Kids takes very seriously the responsibility of maintaining confidentiality of sensitive information of all individuals who are associated with the center. Within Kaleidoscope Kids, confidential and sensitive information about children will only be shared with employees, the child's therapist(s), and/or interns/volunteers who have a "need to know" to care for the child most appropriately and safely. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents. Parents may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e., biting, hitting). Although parents may be curious or concerned about other children, this policy protects every child's privacy. Employees of Kaleidoscope Kids are prohibited from discussing another child with parents who are not the child's own. Parents should not discuss any child or employee through private email, social media, or group forums. This type of conversation will not be tolerated and could result in the family's removal from the program. If a parent or family member has any concern regarding their child, another child, another parent or employee, they should contact a director immediately to discuss those concerns in person.

Child Abuse/Neglect Reporting

Childcare staff and volunteers are mandated reporters and must report suspected abuse or neglect to Child Protective Services.

Parent Code of Conduct

Kaleidoscope Kids has always prided itself on the family atmosphere among enrolled families and our staff. Our goal is to provide a safe, nurturing, and educational environment for children and in doing so it is imperative that our parents come alongside us to support this goal. Parents/guardians will always be responsible for and in control of their behavior. Swearing or making threats of any kind will not be tolerated. This is a zero-tolerance policy and will result in removal from the program. No parent should punish their child physically on Kaleidoscope Kids property.

Handling a Parent Concern

If a parent has a concern, it may be communicated to the teacher in the classroom or to the directors at any time. For issues that are not urgent and require collaboration with directors, parents should request a meeting by email. Urgent matters can be discussed with a director in person or by phone immediately at the request of a parent.

Tobacco, Alcohol, Substances, Firearm Policy

All people on the Kaleidoscope Kids property are prohibited from carrying or using illegal substances, unauthorized potentially toxic substances, tobacco, alcohol, e-cigarettes, vapes, firearms, and weapons. Violation of this policy will result in immediate termination from the program.



Safety

For the safety of all the children, we have secured doors. Only individuals who are authorized will be allowed to enter the building while children are present. Doors will be open from 7:30-8:30 am and 4:30-5:30 pm with a staff person present at the front greeting parents for drop off and pick up. Doors will be securely locked at all other times and parents/those authorized to drop off/pick up should buzz in and speak to the front desk before entering. Please do not hold or prop the doors open for others during times when the doors are locked.

For our children's safety, it is very important that parents report any suspicious behavior to the office immediately even if it may seem minor.

Dismissal

In rare circumstances, a child/family may be dismissed from the center. In this event, every effort will be made to resolve differences prior to dismissal. Circumstances that can result in a child /family's dismissal from the center, include, but are not limited to:

1. Behavior aspects of a child- A child is consistently harming themselves, other children or staff. A written plan or instructions from a psychiatrist, psychologist, counselor, or therapist specializing in young children outlining reasonable modifications have been made and/or the use of positive behavior supports are in place and failing.
2. Parental disregard for handbook policy- Payment is 30 days overdue and there is not a written plan for payment or failure to pay according to the written plan. Consistent disregard for the hours of operation. Failure to treat our staff and children with respect.

Although families can be dismissed immediately, when possible, Kaleidoscope Kids intends to follow the procedure outlined below:

1. Parents will be notified of the issue by a director as soon as possible and a meeting will be scheduled for a discussion and plan with a follow-up meeting scheduled for 2 weeks later.
2. If significant improvement is not observed, parents will be asked to seek outside professional assistance to aid in a solution.
3. After a reasonable time, if a solution cannot be reached, the director may communicate dismissal. Any past due balances must be paid at the time of the dismissal. A statement detailing the past due balance will be forwarded to the email address indicated in the child's file. Any balances remaining after the 30-day period will be referred to Kaleidoscope Kids legal counsel for collection.

Withdrawal

A two-week written notice via email is appreciated when withdrawing a child for any reason. A withdrawn child and his/her parents must call and request an appointment if they wish to return to Kaleidoscope Kids property after the last day of enrollment.



Court Orders Affecting Enrolled Children

If any enrolled child is subject to a court order, Kaleidoscope Kids is required to comply. A certified copy of the order should be given to the office to keep in the child's file. Most recent court orders will be followed in the case of conflicting information.

Ratios

Age of the Youngest Child in the Room	Maximum Number of Children Per One Adult	Maximum Number of Children in One Group
0-12 Months	4	8
12-24 Months + Walking	5	10
2 years old	5	10
30-36 months	7	14
3 years old	10	20
4 years old	12	24
5/Kindergarten	15	30
1 st Grade and Above	20	40

Arrival

Parents who park will carefully walk children into the building. Parents will sign their child in at the front desk with time, child's name and parent signature. Parents will walk children to their classroom and assist in putting belongings into their cubby. Parents should supervise their children in the hallways until care is transferred to the teacher. We prefer parents keep their shoes outside the classroom where our kids crawl, play and lay during a nap. At the transfer of care, parents will give the teacher any information they need to care for the child such as early pick up, alternative pick-up person or health issues over the previous night.

If the child is starting a new medication, the properly labeled medication should be brought in along with the doctor's note for non-prescribed medication. The parent should have filled out the medication administration consent in the Family Portal on the Kaleidoscope Kids website.

Some children exhibit separation anxiety when it is time for their parents to leave. At Kaleidoscope Kids, we believe it is best for parents to tell the child upon arrival that after all of the child's things are put away, the parent will kiss, hug, and say goodbye to the child and see them at pick up! This will prepare the child for the parent's leaving. The teacher present in the classroom will comfort and assist the child through the anxious time. Parents should follow through with their routine of saying goodbye and heading out of the center for the day. Generally, the longer the parent of an anxious child drags out their leaving, the more uneasy the child is likely to feel. The directors are available to discuss other options if the child does not settle into the arrival routine after a reasonable amount of time.



Parents should not leave a sibling or other child in the car unattended while they drop off their child. If another child needs to stay in the car, parents should utilize the quick drop area.

Quick Drop Area

NOT AVAILABLE UNTIL MAY 6th, 2024

If parents would like to use the quick drop area for children in front of the building, they may pull their car to the quick drop spots. Parents will help the children out of the car and a staff person will greet the parents and children at the curb. Parents will sign the child in for the day and staff will take children in groups to the Specials room where they will play until they are taken to their classroom. Please do not use the quick drop if you have special instructions for your child's teacher or are starting a new medication.

Notification of Child Absence

If you know in advance your child will not attend daycare or will be late on a scheduled day, please notify the office by phone or email Team@kaleidoscopekidsmuncie.com. If your child will be absent due to illness, please notify the office. This enables us to help plan activities, staff appropriately and keep track of any illnesses which may occur at our center. If your child has a communicable illness, we ask that you share the diagnosis with the center, so that the parents of the other children may be notified that a contagious illness is present. Parents and staff will be notified if a communicable illness spreads to two children. Please see the Communicable Illness section for more information.

Items from Home

If a child would like to bring an item that can easily fit inside their cubby, they may. Please ensure there is room in the child's cubby for necessary items such as sweatshirts, coats, hats and gloves when appropriate. Warm/cold weather items may stay in the child's cubby, however, all "extra" comfort/toy items must go home each day. There will be no pretend weapons of any kind at the center. Kaleidoscope Kids is not responsible for lost or damaged items.

Infant carseats should not be left in the center.

Child Dress/Extra Clothing

We believe in the advantages of taking children outside year-round as well as providing many sensory experiences inside which may result in a mess. Please send children in clothing that is appropriate for the weather and that can get dirty. Please send shoes that are good for jumping, running, and climbing. Ladies who wear dresses should wear shorts underneath so they can climb/run/jump comfortably. Coats, hats, and gloves should be provided by parents in the colder months. All children should have a complete change of clothing that is size and seasonally appropriate at the center at all times. All clothing items must be clearly labeled with the child's initials including winter gear. Kaleidoscope Kids is not responsible for lost or damaged items of clothing.



Needed Items

Please label all items with your child's initials. Additional items and/or supplies may be requested of parents once the child is settled in their environment. Items brought in will follow your child to each new classroom at Kaleidoscope Kids, they will not need to be replaced.

Infants Under 12 Months	Children Under 3 (not potty trained)	Children 3 and Over (potty trained)
Diapers Wet wipes Wipes box Cream Change of clothes Cloth bibs/Spit rags Paci, if needed Age appropriate swaddle/sleep sack, if needed **Pre-filled sterilized bottles are brought in & taken home daily in an appropriate bottle bag by parents for each feeding the child will have at the center. At least one extra feeding of labeled frozen breast milk or unmade formula should be brought just in case of spills/etc. <u>Seasonal</u> Sunscreen	Diapers or Pull ups as appropriate Wet wipes Wipes box Cream Change of clothes Reusable water bottle Blanket for rest time <u>Seasonal</u> Sunscreen Bug spray	Change of clothes Reusable water bottle School bag Blanket for rest time <u>Seasonal</u> Sunscreen Bug spray



Kaleidoscope Learning Experience

We believe strongly in exposing children to a variety of learning philosophies. We believe all children learn differently and have differing strengths and challenges. In conjunction with our core values, we have developed our own curriculum called the Kaleidoscope Learning Experience. Our curriculum incorporates indoor hands-on learning, outdoor hands-on learning, developmental and play skills, social and emotional skills, independence and confidence, self-care skills and academics. We strive to offer experiences that promote growth in each aspect of the child and believe in a strong partnership with families. Kaleidoscope Learning Experience is incorporated into the daily schedule and includes age-appropriate learning activities for infants through preschool age children. A list of preschool topics we explore can be found in the family portal.

Outside Play

Outdoor play will be incorporated into the daily schedule in almost all weather conditions. In the event of rain, severe wind/cold, or extreme heat, children will stay indoors. There is less structure in an outdoor learning environment, but staff members will actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, there is abundant social interaction which takes place when children play outdoors because there are fewer teacher-directed activities and more child-directed play. The outdoor learning environment is an extension of the indoor classroom. Concepts taught indoors can be expanded upon while outdoors.

Water Play

During summer months, water activities will occur on certain days which may include sprinklers, splash tables, spray bottles, and other creative ways to stay cool. Kaleidoscope Kids does not allow wading pools. At the beginning of each summer, water play schedules and a list of items needed will be communicated via email.

Visits

Unscheduled visits by a child's guardian are permitted when the center is operating. Please be respectful of the teacher and other students while visiting and do not interfere with the regularly scheduled activities of the day. A regularly followed routine provides comfort to children, so a visit may disrupt your child and/or the entire class. A window is available at each classroom entrance that can be used at any time.

General Child Behavior Expectations

- Cause no harm to yourself or others
- Cause no harm to property which belongs to you, your friends, or the center
- Show respect to staff members by listening and following directions
- No foul language



Child Discipline and Guidance Procedure

1. Redirection
2. Time away – children over 3 only, maximum 1 minute per year of age
3. Discussion with parents

Maintaining discipline in the center is done through engaged staff focusing on and recognizing good behavior while anticipating issues before they arise. Children will have stable boundaries, dependable routines, and clear expectations so they are confident in the flow of their day and know exactly what to expect.

Staff will step in with children under 3 who are hurting a friend by firmly stating the boundary. For example, “Our friends are not for hitting, you may use gentle hands.” If the child is throwing a tantrum or pulling toys away, we will help them work through these ordinary difficulties with redirection.

For children older than 3 we will use “time away” where the child is removed from a conflict briefly to regain control. Often this is done in a “quiet corner” where there are quiet activities available for the child to help self-regulate before rejoining their friends.

Kaleidoscope Kids will handle disruptive behavior from children under 3 unless it is consistently disruptive to the group. The way we communicate disruptive behavior with parents of children who are 3 and older depends on the individual situation. If a child hurts themselves, a friend, or property, this behavior along with what staff is working on will be communicated to parents verbally at pick up. For example, “Suzie hit a friend twice today. We are working on using words to ask for a turn with a toy instead.” We do not expect parents to act on the information we give at pick up. This information is just to keep us all on the same page. If behavior is disruptive to the group consistently, staff will let the director know who will request a meeting with parents to develop an individualized behavior plan for dealing with a child’s disruptive behavior. Parents may request a meeting to discuss behavior concerns or to check in at any time.

Kaleidoscope Kids will promote a positive social, emotional, and academic learning environment. Age-appropriate positive behavior supports will help with limiting or eliminating expulsion. Teachers will provide an engaging, purposeful environment that encourages diversity, conflict resolution, emotional regulation, and positive interactions with others. Teachers will have access to continuing learning through the SPARK Learning Lab to ensure developmental needs of the children are being met. Additionally, Kaleidoscope Kids will bring in professionals from the community to provide information and coaching on behavioral challenges. This will ensure the Kaleidoscope Kids staff can determine between a concerning behavior and a developmentally appropriate behavior. In the instance of an ongoing negative behavior issue, collaboration with family regarding a child’s behavior will be prompt



and will include solutions to be implemented in the classroom. We will keep a list of options for community resources for families, such as First Steps and counseling for mental health/behavior challenges. As a last resort, exclusionary measures such as suspension or expulsion may be taken when a serious safety threat exists that cannot be addressed with reasonable modifications and/or the use of positive behavior supports. If you have questions or concerns about your child's behavior and/or the staff's response, please contact the leadership team immediately.

Biting

Children sometimes bite other children. Although not all children bite, biting is considered a normal stage in a child's development. Children may bite for a variety of reasons such as:

- Teething- When toddlers are cutting teeth, sometimes the sensation of biting down on something gives them relief.
- Sensory Exploration- Oral exploration is an important stage of development for infants into toddlerhood which is why you often see infants/toddlers putting everything into their mouths.
- Cause and Effect-Biting a friend produces a predictable response from teachers as well as friends.
- Ineffective Verbal Skills-Most commonly, toddlers bite to express frustration when they have not yet formed the language skills to do so.

Our staff reduces the number of biting incidents by providing access to teething toys, sensory exploration activities, opportunity to explore cause and effect, and offering toddlers verbal options and alternatives to reduce frustrations. If biting continues, we may implement a "biting buddy" where a staff person stays with the biting child during all childcare hours to intervene before a bite occurs.

When a child is bitten, that child is comforted, the bite is washed with soap, and a Band-Aid is applied if the skin is broken. The teacher will tell the child who bit, "It is not okay to bite. Biting hurts our friends." If possible, the teacher will encourage the child who was bitten to express his/her feelings. "It hurts" or "Don't bite me" are statements the teachers will model for the child to repeat. The teacher will then redirect the biting child to another area of the classroom.

Parents of the child who bit are informed and work together with the staff with the intention of helping to prevent further incidents of biting. Parents of the child who was bitten will be notified of the bite and consistent with the confidentiality policy will not be given the name of the child who bit. We recognize parents may be upset when they learn their child was bitten, however, we also recognize that biting is a normal component of child development.

Kaleidoscope Kids will not exclude children because of biting alone. Please email the directors with any questions or concerns at any time.



General Daily Schedule

7:00 am	Arrival AM snack (served until 7:30 am)
9:00 am	Breakfast (served until 9:30 am)
9:30 am	Diaper change/potty
9:30-9:45 am	Kaleidoscope Learning Experience begins
10:30 am	Water drink-all children over 1
12:00 pm	Lunch (served until 12:30 pm)
12:30 pm	Diaper change/potty Afternoon nap/quiet time center wide
2:30 pm	Diaper change/potty Water drink-all children over 1
3:30 pm	PM Snack (served until 4:00 pm)
4:45 pm	Diaper change/potty
6:00 pm	Departure

The above schedule is for children over 1 who are in toddler rooms. Infant room schedules will vary based on infant's schedule and will be communicated as infants progress.

Mealtime

A menu will be posted for parents to review in the front lobby. Meals may change based on what food is available to the center from food service suppliers. Meals are served at 7am, 9am, 12pm and 3:30 pm. If your child arrives 30 minutes after mealtimes, they will not be served that meal. All meals are served in the classroom, with the children and teachers sitting at tables together to promote good manners, eating habits, and socialization skills. Parents are required to provide written notification and a doctor's note of any food/dietary restrictions. Food can be used by teachers for classroom lessons. In the case of a severe allergy where a parent is worried about cross contamination from the kitchen, parents may provide their own food for their child for the day.

Special Occasion Treat

Children are welcome to bring in special treats to celebrate a birthday or holiday. Due to various food allergies and dietary restrictions in our classrooms, we will allow store-bought snacks still in the original packaging only.

Rest Time

All children will be offered naps appropriate to their age and development. Infants will rest in cribs until 12 months. At 12 months, children may transition to a cot where they may bring a blanket from home if preferred. Blankets will stay at the center and be washed weekly.



Infant Feeding

Children must bring bottles prepared and labeled each day the child is in attendance. If a child is breastfeeding, bottles must be labeled with the child's name and the date/time the milk was expressed. At the end of each feeding state licensing requires that all formula and breastmilk be dumped. Prepared bottles must be stored in the designated refrigerator and will be warmed in a water bath prior to feeding. No bottles will be microwaved. All bottles must be taken home by the parents each night to be washed and sanitized. Once an infant reaches 6 months, baby food, infant cereal and soft solids will be provided as the infant progresses. A feeding plan will be made for each infant under 12 months and signed by the child's physician as part of the pre-enrollment packet found on the family portal.

Infant/Toddler Information

Parents will supply diapers, wipes, diaper cream, bottles, formula, extra clothing and pacifiers. Please label all items with a child's name. Children may use pacifiers during rest time. To reduce the likelihood of spreading illness, pacifiers must be kept in a child's crib during all other times of the day. Breast milk must be brought in ready to use bottles. We can store 1-2 bags of labeled frozen breastmilk or unmade formula per child in case of spills/leaks/etc. Parents may request to try new foods at home before daycare and in that case, we will keep a list of approved foods as infants progress through baby food, bread items, soft solids then meat and cheeses.

Diapering

Parents will provide disposable diapers, wipes and rash cream of their choosing. Scheduled diaper changes will occur at 7:30, 9:30, 12:30, 2:30 and 4:45 and whenever there is a bowel movement. Parents may request more frequent changes in the event of diaper rash. Children will be woken up from sleep to change bowel movements. Rash cream may be used with parent permission and appropriate documentation. Permission for diaper creams is part of the pre-enrollment packet found on the family portal.

Potty Training

Kaleidoscope Kids will work with families to make a plan best fit for each child's success regarding potty training. A copy of the potty training procedure is available upon request.

Parent Communication

Parent notes are used to facilitate communication and a relationship between the center, each child and their family. Parents of children in the infant, toddler and 3's rooms will be given a parent note at the end of each day. Parent notes will communicate meals, naps, potty times/diapering, and activities of the day. The 4's and 5's Pre-K rooms will use a booklet to help guide a child's communication with their parents. The staff will also communicate with the parents verbally at drop off and pick up. Big Kids Camp after school kids will not have parent notes because by the time our children are school aged, we like our staff to spend time preparing for our adventures, helping with homework, etc. Parents are encouraged to direct questions or concerns about information communicated to them on the parent note or in person to the directors.



Departure

Parents will get children from classroom and must sign their child at the front desk with time, child's name and parent signature. Once a parent signs their child out, the parent is responsible for supervising their child while in the building and in the parking area. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents should handle all business issues prior to signing out their child and should exit the building once they have signed their child out of care.

Children will only be released to a parent, legal guardian, or other person authorized by a parent who has proper identification. Office staff will require anyone picking up a child not known by our staff to provide identification.

Late Pick Up Policy

Please be considerate of our staff and their commitments outside of daycare. If you find you are running late for pick up, please call the office as soon as possible so an arrangement can be made for a staff person to stay with your child. Understandably, there may be a situation where a late pick up is necessary. In this event, a staff member will stay after to accommodate you and a fee will be applied to compensate for their extra time. The late fees are \$1 for every minute of the first five minutes and \$5 for every additional minute.

Suspected Impairment

If an authorized person who appears intoxicated or impaired in any way arrives at the center to pick up a child, the director will offer to call another authorized pick-up person. If the person insists on removing a child from the care of the center, the director will immediately contact and report the incident to the local police agency.

Transportation

Kaleidoscope Kids will not provide transportation of any kind.

Emergency Closing, Pandemic, Inclement Weather

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by email. Should children need to evacuate the building in the middle of the day, parents will be contacted to arrange for pick up. If parents are unreachable, emergency contacts will be notified. Should the center need to close for any reason, payment will not be refunded or reduced for closures of less than 14 school days. If the closure extends to beyond 14 days, parents will have their weekly rate reduced by a minimum of 50%. All final decisions will be made by the directors.

In a pandemic, Kaleidoscope Kids will follow the guidance and directions of the Centers for Disease Control and Prevention, Federal and Local Governments, and Licensing. Guidelines from these governing bodies may include but are not limited to:



- Closure of the center
- Length of closure to be determined by the directors as well as governing bodies
- Adjusted hours of service
- Daily health checks of children and staff
- Limited entry into the building/access to the property
- Limitations on what the children may bring into the center
- Communication by email will increase to ensure all families understand all implemented changes.

Emergency Evacuation/Shelter Procedures

An evacuation, reverse evacuation and shelter plan will be listed in each classroom. Fire drills or lessons will occur once a month.

Parents, staff, and children will not be made aware of drill dates or times of emergency drills. During an emergency drill, parents may not sign children into or out of the center. Parents must wait until the drill is complete and children have returned to the building to sign their child into/out of the center.

In a real evacuation/reverse evacuation/shelter situation, the director or designated staff member will inform each classroom that the center will be emergently evacuating/reverse evacuating or sheltering. At this time, any parents waiting to sign their child in will have to leave the premises with their child. If parents are at the center to pick up their child, we ask that you wait until the director or designated staff member has accounted for all staff and children and has given the staff permission to release children. Emergency contacts for all children will be notified by telephone of the situation. Children must be picked up within 45 minutes of the telephone call.

Medical Emergency

In a medical emergency, staff will contact the director and 911 will be called. Parents/guardians will be contacted as soon as safely possible. If a guardian cannot be reached, the next emergency contact will be called. If no one on the emergency contacts list can be reached in a timely manner, the parent will have signed permission for the center to consent to emergency medical treatment for the child until a parent can be reached. Please be aware that once we reach a listed emergency contact, we will not continue to contact the remaining individuals. Parents will be responsible for payment of all medical care received.



SIDS Prevention

In accordance with commonly recognized SIDS prevention techniques, all infants (younger than 12 months) will be put to sleep on their backs without the use of infant sleep positioners. Infants will be checked on frequently and may roll if they are able themselves. Swaddles (arms in) are allowed for infants younger than 3 months who cannot roll. Sleep sacks (arms out) are allowed for infants over 3 months or infants who can roll independently. If infants arrive asleep, or fall asleep, in equipment not specifically designed for infant sleep, the infant will be removed and placed in appropriate infant crib.

The following items are not permitted in an infant's crib:

- Soft blankets
- Pillows
- Quilts
- Comforters
- Sheepskins
- Soft toys
- Paci strings/attached animals
- Bibs
- Hoods

Once children are 12 months old, they may transition to a cot where they may bring a blanket from home if preferred.



Illness Policy

If a child becomes ill while at the center, the child will be separated to the sick room and the parent will be notified. Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached but cannot pick their child up within 45 minutes, it is the parent's responsibility to arrange for alternate pick up. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up. The staff will not continue to call those listed on the emergency contact list once a contact is reached.

Symptom	Stay Home	Return to Center
Fever	Temperature of 100.4°F or higher under the arm/on forehead without adding a degree	24 hours fever free without the use of fever reducing medications
Vomiting	1 or more in a 24-hour period	24 hours free of vomiting
Diarrhea	2 or more in a 24-hour period not related to diet or medication changes	24 hours free of diarrhea
Cough/Cold Symptoms	Not feeling well enough to participate in regular daily activities/unable to comfortably rest at quiet time	24 hours feeling well enough to participate in regular daily activities/able to comfortably rest at quiet time
Eye Infection	Thick mucus or pus draining from eye	Amount of pus decreases and using antibiotic drops for 24 hours
Rash	Redness, itchiness, rash around face, hands, feet, or diaper area	Rash is gone or doctor's note stating rash is not contagious
Lice, Nits	The presence of live bugs or nits (eggs)	Clear of all lice and nits
Bacterial Infection	You child's doctor suspects or diagnoses a bacterial infection such as skin, throat, or ear infections	24 hours of antibiotics
COVID	A suspected positive or positive swab	Refer to FSSA/OECOSL guidelines

Please do not mask a fever with fever reducing medication before sending your child to the center if they are feeling ill. Kaleidoscope Kids reserves the right to refuse to allow a child to return if the director or designee believes the child to be too ill to attend. Asymptomatic siblings may attend.

Staff will follow the same guidelines regarding illness and return to work.



Communicable Illness

If your child will be absent due to illness, please notify the office. This enables us to keep track of any illnesses which may occur at our center. If your child has a communicable disease, we ask that you share the diagnosis with the center, so that the parents of the other children may be notified that a contagious illness is present. Parents and staff will be notified if a communicable illness spreads to two children. Communicable diseases include but are not limited to:

- Hepatitis A
- Cytomegalovirus (CMV)
- Chicken pox
- Rubella
- Measles
- Pertussis (whooping cough)
- Fifth disease
- Influenza
- Tuberculosis
- Shigellosis
- Giardiasis
- Meningococcal disease
- Group A streptococcus
- Ringworm
- Scabies
- Lice
- Herpes
- Cryptosporidiosis
- Rotavirus
- Campylobacterium
- Salmonella
- Diarrhea and vomiting
- COVID

Kaleidoscope Kids will follow the child's primary care provider's recommendation on return to the center following these illnesses. The director will contact the Delaware County Health Department if there is an illness return date in question.

Surgery

Children should be given an appropriate amount of time to heal from any surgeries. We will follow the guidance of the child's surgeon. Children should not be at Kaleidoscope Kids the day of a surgical procedure.



Severe Allergy

If a child has a food or other allergy, they should have a special care plan prepared by the child's physician or health professional. That plan should include:

1. Written instructions regarding the food(s) or allergen the child is allergic to and steps that need to be taken to avoid that food/allergen
2. Symptoms that would indicate the need to administer one or more emergency medications
3. A detailed treatment plan to be implemented in the event of an allergic reaction, including the names, doses and methods of administration of any emergency medications

Allergy action plans should be posted in the child's room and all staff should be made aware of this action plan. If the allergy is food related, the child's action plan will also be posted in the kitchen.

Medication Administration

Kaleidoscope Kids will only dispense unexpired, over the counter and/or prescription medication that is in original, labeled containers. Kaleidoscope Kids will only give prescription medication to the child for whom the medication container is labeled. One labeled medication container per course of treatment is required.

Parents must complete a Medication Administration Consent form the first day that medication is to be dispensed. In addition to filling out the Medication Administration Consent form, a doctor's note (for nonprescription medication) and properly labeled medication should be turned in to the front desk or filled out on the family portal. Medications will be stored in a locked medication box or refrigerator when necessary. Parents should hand the medication to the front desk staff so it may be stored properly. Medication may not be stored in a child's cubby.

Parents are responsible for ensuring all prescription medication is properly labeled and replaced before the expiration date.

Injury/Incident

Should your child be involved in a minor injury/incident (requires first aid) during the day, a report will be filled out which will stay in the child's file and a staff member will notify parents at pick up. If you wish to have a discussion or meeting regarding the injury/incident, we ask that you schedule a specific time with the leadership team. If the child has a major injury (requires medical attention), medical personnel will be contacted, parents will be contacted immediately and a form will be filled out and put in the child's file at the center, given to the parents and sent to the Division of Family and Children for review.

Policy Changes

Kaleidoscope Kids reserves the right, at its sole discretion, to change any policies through written communication with families. Kaleidoscope Kids utilizes e-mail as the main form of communication. It is the parents' responsibility to ensure we always have an up-to-date e-mail address on file so they may receive this information in a timely manner.