

All Kids Academy Policies

Hours of Operation

Monday-Friday
7:00am- 5:30pm

Ages

Birth-12 years

Arrival and Departure

Parents/guardians must designate who can pick their child up on the application form at any time they are not able to pick up their child. Minors age 16 or younger are not allowed to drop off or pick up children at the center. Upon arrival, parents/guardians must leave their child with a staff member and sign the child in on the sign in/out sheet. Breakfast is served from 8am-9am. Please do not send breakfast after this time. Cut off time is at 9:15. Your child will not be able to attend for the day if you arrive after 9:15 unless they have an appointment. Arriving after this time interrupts the day for your child, the teacher, and other children. Parents/guardians must come inside to pick up their child and sign their child out on the sign in/out sheet. Children will not be able to go outside to waiting adults. Children will not be able to leave with anyone other than the parent/guardian unless you give written permission the day of pickup. The person picking up the child must have proper photo I.D. There will be times when the center closes before 5:30, late fee starts 1 minute after the center closes. Late fee is \$10 per minute and must be paid before the child return unless other arrangements are made with the director.

Enrollment

Paperwork that must be completed prior to your child's start date:

Application for enrollment
Emergency Medical care Information/Medical Action Plan (if applicable)
Medical Report
Immunization Record
Infant Feeding Plan (children less than 15 months)
Emergency Form
Nutrition Opt-Out
Receipt of the following:
Discipline Policy
Safe Sleep Policy
Tobacco Policy
Parent Participation Policy
Prevention of Shaken Baby Syndrome and Abusive Head Trauma
Privacy Act
Summary of Child Care Laws
Tuition Policy
Operational Policies
Sick Policy
Closings

What to bring:

All Kids Academy **does not** provide meals. Parents/guardians are responsible for providing breakfast, lunch and an afternoon snack. We **do not heat food** and food can't be kept out and will be refrigerated. Lunches should be in one container and all food ready to eat. Children 2 and under are not allowed to have plastic bags. All food should be

labeled daily with your child's name and date. We provide whole milk (12-24 months) and (2% milk 2 and up). If you prefer your child to drink milk other than what we provide you may bring it in.

A large pack of diapers

A large pack of wipes

2 complete changes of clothing (appropriate for the weather)

Blanket for rest time

When to keep your child at home:

Sick Policy

- *Upper respiratory infection
- *Scabies
- *Hand, foot and mouth disease
- *Pink eye/conjunctivitis
- *Trouble breathing/wheezing
- *Vomiting
- *Continuous cough/croupy cough
- *Fifth disease
- *Roseola
- *Strep throat
- *Impetigo
- *Unidentified rash
- *Diarrhea
- *Fever-older children over 101 degrees, infants above 100 degrees
- *Not well enough to participate in a group setting

You will be called to pick up your child if they have 2 or more episodes of diarrhea or vomiting.

When antibiotics are prescribed to treat an illness your child must be on antibiotics for 24 hrs before returning. If your child has a fever they can not return until they are fever free for 24 hrs without any fever reducing medication. This is All Kids Academy's policy not your pediatricians.

Cleaning schedule

Daily: sweep, vacuum, mop, disinfect/clean tables, chairs, any toys that can be mouthed, take out the trash, inspect playground for harmful objects, and ensure all areas used are left in clean condition.

Weekly: disinfect toys, inspect toys and maintain overall cleanliness and organization.

Monthly: high dust, clean storage containers.

Medication

All Kids Academy does not administer over the counter medication. Staff will administer prescription medications in their original container with the child's name, accompanied by a medication Release Authorization Form that has been completed and signed by a parent/guardian and includes the following:

Child's name
Type of medication
Physicians name
dosage amount
Time to be given (can't say as needed)

Number of days to be administered

Possible side effects

*All Kids Academy is not allowed to give the first dose of any medication.

Discipline And Behavior Management Policy

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive non violent, and understanding interactions from adults and others, they develop good concepts, problem solving abilities, and self discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy.

We do praise, reward, and encourage the children

Do reason with and set time limits for the children

Do model appropriate behavior for the children

Do modify the classroom environment to attempt to prevent problems before they occur

Do listen to the children.

Do provide alternatives for inappropriate behaviors to the children

Do provide the children with natural and logical consequences of their behaviors.

Do treat the children as people and respect their needs, desires, and feelings.

Do ignore minor misbehaviors.

Do explain things to children on their level.

Do use short supervised periods of time out sparingly

Do stay consistent in our behavior management program

Do use effective guidance and behavior management techniques that focus on a child's development.

We do not not spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish children.

Do not make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.

Do not shame or punish the children when bathroom accidents occur.

Do not deny food or rest as punishment.

Do not relate the discipline to eating, resting or sleeping.

Do not leave the children alone, unattended, or without supervision.

Do not place the children in locked rooms, closets, or boxes as punishment

Do not allow discipline of children by children.

Do not criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

* If your child is having difficulty with their behavior we will notify you. We will make every effort to work with you to correct the behavioral issue. If problems continue your child may be suspended for a short time. If your child is not adjusting and /or we feel we can not meet their needs we reserve the right to terminate them from the center.

Tobacco

All Kids Academy maintains a smoke free environment. Smoking and the use of any tobacco products are prohibited in all areas of the center, including the parking lot and playground. This applies to all staff members, parents, visitors, contractors, volunteers, and other guest in the childcare building or grounds.

Parent Participation

To support parents as partners we encourage parents to be involved in their child's educational process. All Kids offers an open door policy allowing parents to visit and participate in our program at all times. Parent participation includes but is not limited to:

Attending activities/special events

Program evaluations

Daily communication with teachers and staff
Volunteering
Reading monthly newsletters
Sharing a special talent with the children

Tuition

At All Kids Academy we believe in order to maintain a successful business every parent should pay their fees in a timely manner. Payments reserve your child's space. If a parent chooses to keep their child out for any reason the full weekly fee is required. Parents must pay for any days the center closes for any reason including holidays and inclement weather. The director is to be notified two weeks in advance before a child is withdrawn.

Inclement Weather

All Kids Academy will follow Buncombe County School schedule on the 1st day of inclement weather and any following days we will use our own judgement. The safety of our staff and families are our first priority. In the event of a delay/early closing you will be notified by phone and it will be posted on our facebook page as well as WLOS. Please check for these updates. When we have a delay cut off time will be 30 minutes after we open and breakfast will not be served.

Closings

All Kids Academy will be closed on the following Holidays. A more detailed calendar will be given at the beginning of each year.

MLK Day
Easter
Memorial Day
July 4th
Labor Day
Veterans Day
Thanksgiving
Christmas

Reporting Child Abuse

North Carolina law requires any person who suspects child abuse or neglect to report the case to the Department of Social Services. All Kids Academy staff will report all suspicions of child abuse/neglect.