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General 2023 Parent Handbook: Policies and Procedures



KTO Mission Statement:

Kid's Time Out was founded to offer a superior childcare experience that is both flexible and affordable for the 21st century family. KTO is a family owned and operated small business where we treat our Students, Staff, and Community as a part of our family. We strive to offer a program where the Teachers and Staff are not only empathetic to all students and their families, but to also bring an energetic and enthusiastic approach to their styles of teaching, nurturing, and community service. KTO believes that all students and families are important and special. We believe that Black Lives Matter, all families are love, love is love, and all religions and cultures of the world and our community are important.

The KTO Experience:

Kid's Time Out was founded on providing excellent and flexible childcare to meet today's ever changing childcare needs. Excellence is provided through our classroom environment, staff, peer friendships, and curriculum. Our creative curriculum has been proven to provide the best educational experience for your children that fosters not only their intelligence and physical well-being but also their social and emotional growth that our children need to become a strong member of our community.

KTO is a clean and safe environment to facilitate your child's exploration and growth. Each classroom has a variety of interest areas, games, toys, and books to engage each individual child and foster socialization through play. Our goal is to not only educate your child but to prepare them for life. We cherish traditional early childhood education that develops much needed life skills such as forming friendships, washing their hands properly, Potty training, hanging up their coat, and so much more. Our goal for every child is to go out into the community and become active and independent citizens.

Our qualified Staff truly enjoys working with all children. They strive to provide an empathetic family-like atmosphere that fosters your children's development at all levels. We understand your child's individual needs and do our best to be responsive and respectful to them while providing positive interactions through teaching, play, and behavioral guidance. These positive experiences are created through our Staff by engaging with your children in the classroom environment through a variety of activities and peer interactions. Children are encouraged to explore their environment and to practice their problem-solving skills while engaging in play at all stages of development from 2 to 13 years old. Their independence and self-reliance are promoted to allow for better self-esteem and behavior.

Operating Hours:

KTO's current operating hours are Monday to Friday from 6:30am – 7pm. We are open select Saturdays May-August and December.

Childcare Accounting Software:

KTO uses the ProCare System for our childcare accounting software. We will set up your Family account as soon as we receive your child's Enrollment Paperwork. You will receive an email from ProCare to set up your Parent Portal. You will be able to pay and monitor your child's attendance via your Parent Portal. You will also receive your newsletters and other notifications from your Parent Portal.

Our preferred method of payment is through ProCare.

MSDE-OCC COVID-19 Immunization Records Policy:

Any child(ren) returning to care since April 1, 2020 due to the COVID-19 pandemic must bring updated Immunization Records to return to care. This is necessary even if the children had not received any new vaccines since the last update. Families are highly encouraged by MSDE-OCC to have their child(ren) and themselves to receive the yearly Influenza (Flu) Vaccine and COVID-19 Vaccine. It is not, however, required. KTO and MSDE-OCC hold no liability if your children or families contract Influenza (Flu) or COVID-19 while in a childcare program. Our staff, however, is required to receive the Influenza and COVID-19 vaccines unless a Doctor provides a note explaining exemptions.

Children will be required to submit Immunization records yearly regardless of age. It had been only 5 years and 12 years that new Immunization records were required. If your child(ren) receives a new vaccine before the yearly update, please provide KTO with an updated copy as soon as possible. These can be emailed to the Director at Kidstimeout@gmail.com or dropped off with your child. Traditional Immunizations Sheets and Doctor Portal printed immunizations are both acceptable. Write in books will no longer be accepted after January 2021 unless the vaccine sticker and Doctor's signature is with each vaccination.

Typical Daily Schedule (ELP):

6:30am-8am	Interest areas*
8am-9:20am	Welcome Time & Table activities
9:20am-9:40am	Morning Snack
9:40am-10:05am	ELP Morning Meeting
10:05am-10:30am	ELP Arts & Crafts, STEM, Learning Centers
10:30am-11am	ELP Outside/Large Motor
11am-11:30am	ELP Circle Time & Social Emotional Learning Activities
11:30am-12:05pm	Lunch Time
12:05pm-12:40pm	ELP Fine Motor Small Groups, Learning Centers
12:40pm-1pm	ELP Book Time & Quiet Time Set Up
1pm-3pm	Quiet Time
3pm-3:15pm	Wake up time & Quiet Time Clean Up
3:15pm-3:45pm	ELP Afternoon Snack
3:45pm-4:15pm	ELP Outside/Large Motor

4:15pm-6pm	Stations, Table Activities, Possible 2nd Project Time
6pm-6:30pm	Evening Snack
6:30pm-7pm	Table Activities & Clean/Pack Up Time
7pm	Program Ends; KTO Closes

Typical Daily Schedule (Before & After Care) as of 9/1/22:

6:30am-9am	Interest areas*
7:30am	KTO Van 1 Leaves for Clarksville Middle School
8:10am	KTO Van 2 Leaves for Swansfield Elementary School
8:35am	KTO Van 1 Leaves for Dayton Oaks Elementary School
8:50am	KTO Van 2 Leaves for Clarksville Elementary School
9:05am	KTO Van 1 Leaves for Pointer's Run Elementary School

3:20pm	Swansfield & Clarksville Middle School Arrives
3:50pm	Dayton Oaks Elementary Arrives
3:55pm	Clarksville Elementary Arrives
4:05pm	Pointer's Run Elementary Arrives
4:15pm-4:35pm	Afternoon Snack
4:35pm-5pm	Recess
5:30pm-6pm	Interest Areas, Stations, Homework Time, Possible Project
6:30pm-7pm	Self-Choice Activities, Homework, Pack Up Time
7pm	Program Ends; KTO Closes

* Interest areas are the different areas throughout the center such as blocks, cars, dramatic play, manipulatives, etc. Children can choose the area they prefer

** Stations is a combination of interest areas and table activities that the teachers lay out to facilitate positive play

Schedule subject to change based on weather, special events, children's needs, etc.

KTO is a Maryland State Licensed childcare facility. If you have any questions regarding licensing, please use the website below.

http://www.msde.maryland.gov/MSDE/divisions/child_care/licensing_branch/parent_guide

COMAR MSDE-OCC Enrollment Paperwork Policy:

All paperwork must be complete in order to drop off your children. This includes:

- A local Maryland Emergency Contact with an **address** AND **phone number**.
- The **pediatrician's** name, address, and telephone number.
- Emergency form signed and **ALL** sections complete.

- Any health condition (allergy, special needs, dietary, illness, health condition) **MUST** be noted on the Health History Form, Emergency Form, and Special conditions portion of the paperwork. This should include details such as what the health condition is, do you need to take medication while here, and what accommodations your child needs while in our care.

These might seem like little things to not include but as we are licensed by the Maryland Department of Education Office of Child Care it is REQUIRED by law. It is our goal to provide the best possible care for your child while at Kid's Time Out. We cannot do this without your help. Please feel free to ask any questions about this policy.

Enrollment and Medical Papers:

KTO accepts children ages 2-13 years old. The COMPLETE enrollment packet and Emergency Form is required before any child may attend KTO. This includes a non-parent, LOCAL emergency contact's name address and phone number and the pediatrician's name, address, and phone number. Emergency cards must be updated annually.

The *Maryland State Department of Education Office of Child Care* **Health Inventory is required BEFORE drop off time on the child's third visit.** This includes **Part I**, completed and signed by the parent/guardian and **Part II**, completed and signed by the pediatrician. **Part II MUST have the date of lead screening and/or testing for any children born after December 31, 2014 under Maryland Law.** Every child is required to have current immunizations on file and included with the Health Inventory. Updates are required yearly regardless of whether or not the child had received any new vaccination within the year.

Should a child be absent from our care for a year or more, licensing requires that the enrollment start over and all new paperwork must be completed.

Electronic Devices Policy:

Electronic Devices of any kind is prohibited at Kid's Time Out. Any device that connects to the internet or cellular services are prohibited. Also, any device with a listen in feature is also prohibited. KTO is not responsible for any lost/broken/stolen electronic devices.

KTO is an electronics free zone. Computers, video games, tablets, cell phones, and smart watches are not allowed at KTO as per MSDE-OCC law. Smart watches can be worn if the device can be put into school mode. A child who needs to bring their cell phone or whose smart watch cannot be placed into school mode must be turned off/placed on silent and kept in the child's bag pack.

Drop Off & Pick Up Policy:

CHILDREN WILL NOT BE RELEASED TO AN UNAUTHORIZED INDIVIDUAL WITHOUT WRITTEN CONSENT FROM GUARDIAN

Drop Off:

***Child MUST be completely signed in on the sign-log**

*No child will be accepted past 6pm Mon. - Fri.

*KTO will close early in the evenings if there are no children in attendance and no reservations.

Pick Up:

*Children MUST be picked up by parents or adults with written authorization.

* Person picking up MUST show ID at pick up.

* Person picking up MUST sign child out on sign-in log with the time and their initials.

*All fees are due at the time of pick-up

KTO Program Offerings:

Kid's Time Out offers four different programs that operate throughout the year. The four programs we offer are Before & After Care, Early Learning Program, Summer Camp, and Drop-In. Before & After Care and Early Learning Program all have their own handbooks and enrollment criteria in addition to this handbook.

COMAR MSDDE-OCC Licensing Capacity:

KTO always maintains a maximum 1:10 teacher/child ratio in the Preschool/Mixed aged group setting. The maximum ratio for School-age only is 1:15. Our maximum licensing capacity is 44 children. *Within those 44 children only 3 may be two years of age.* If we reach our maximum ratio or capacity, care will be denied, as per licensing regulations.

Reservations are required for drop in services to avoid turning families away and to maintain ratio.

Missing Items Policy:

KTO is **not** responsible for any lost/misplaced, broken, or stolen items. Please **LABEL** all belongings such as lunch boxes, diaper bags, coats, gloves, HCPSS Chromebooks, Chromebook power cords, school supplies, etc. KTO maintains a lost and found shelf that is emptied at the end of every month. Items are donated to Good Will or thrown away if the item has no name on it.

Sick/Illness Policy:

KTO reserves the right to deny care and require pick up if there are ANY questions or concerns regarding a child's health and well-being to ensure a healthy environment for ALL of the children and staff at KTO.

Children may not attend KTO and/or will be sent home with any of the following:

- Fever of 100 degrees or higher
- One bout of vomiting
- One bout of diarrhea
- Rash of unknown origin (not eczema or psoriasis)
- Oozing or extreme redness in the eye
- Persistent cough, shortness of breath, wheezing, or trouble breathing

- Excessive congestion or runny nose out of the ordinary from the child's normal appearance.
- Displaying any symptoms of COVID-19; Hand, Foot, and Mouth Disease; Fifth's Disease; Influenza (Flu); Pertussis (Whooping Cough); Ringworm; Roseola; Measles; Mumps; Rubella; or Chickenpox.

In the event your child becomes sick while in our care at KTO, we will call the parents/guardian for immediate pickup. This is required under Maryland Law. Failure to do so is considered neglect and must be reported to Howard County Social Services. If parents cannot be reached or are unable to pick up their sick child, we will call the emergency contacts provided on the Maryland State Emergency Form that you completed when you enrolled your child.

Children must be symptom free, without medication, for 24 hour before returning to KTO. Please remember that lethargy, moodiness, and general "icky-ness" are symptoms of a child who is not well. Please keep your children home if they have recovered for the original symptoms but is still not playing as much as usual. We all understand the challenges of missing work, but we have to care for ALL the children at KTO and one sick child can bring half the children in their classroom down with illness.

Children **may not return until 7 days** after diagnosis for certain illnesses. These illnesses are:

- COVID-19 (Not Vaccinated)
- Influenza (Flu) any variant
- Lice (7 days after treatment)
- Fleas (7 days after treatment)

Children **may not return until 5 days** after the final symptoms have occurred for certain illnesses. They will also need a doctor's note stating it is okay to return to child care due to the seriousness of these illnesses. These illnesses are:

- COVID-19 (Fully Vaccinated)
- Hand, Foot, and Mouth
- Fifth's Disease
- Ringworm
- Roseola
- Measles
- Mumps
- Rubella
- Chicken Pox

COVID-19 Update:

KTO follows the same policy as HCPSS as direct from MSDE-OCC and the Howard County Health Department. Children who have been tested for COVID-19 may not attend the center until a negative result has been given if there is no known exposure. They can return after a known exposure after a 7-day quarantine period and with a notice from the Health Department or HCPSS if the known exposure came from their school if the child is not fully vaccinated. The number cases to 5 days if the child is fully vaccinated.

Children who have in home family members who have tested for COVID-19 may not attend the center until the family member is given a negative result. If the in-home family member tested positive for COVID-19 this is a known exposure. The child may not attend until after a 5- or 7-day quarantine (depending on vaccination status) and a negative test. If the child develops symptoms or tests positive during this time, the procedure listed previously in this section applies.

Any families who knowingly and willfully expose KTO to COVID-19 will be responsible for paying for the cleaning and sanitizing of the center (\$1200-\$1400). They also face the risk of being removed from all KTO programs. Families who willfully exposes KTO to COVID-19 will also be charged any additional fees needed for KTO to reopen up to \$2000. Failure to pay these fees will result in these fees going to collections.

This is for the safety, health, and well-being of all the children in KTO's care and our staff. These illnesses can be life threatening and extremely harmful to young children and adults, especially those who are immune-compromised and pregnant adults. We take health and safety seriously at KTO and we expect our families to do the same

Kid's Time Out's staff has been fully vaccinated against COVID-19 since March 2021. It is a condition required for employment. We do encourage are families to become fully vaccinated against COVID-19, but it is not a required. Parents must provide documentation of their COVID-19 vaccination to KTO for the 5-day quarantine exemption to apply.

Daily Log/Sign-In Sheets Policy:

It is the **parent's legal responsibility** to sign in their child at drop off every visit. The parent must complete the entire daily log including the child's name, time in, latest possible departure time, meal preference, telephone number, diapered or not, and any allergies, comments, or concerns. **KTO is not responsible for any information not written on the sheet.** Parents will be charged a fee of **\$5** per day every time their child is not signed in. This is to compensate the staff member pulled out of the classroom to sign your child in and for any chaos or confusion not signing your child in would have caused that day.

Payment Policy as of February 1, 2023:

KTO accepts cash (exact only; no cash held at KTO), checks, all major credit cards, Google Pay, Apple Pay, Venmo, PayPal, and the online payment via your parent portal on our ProCare System.

Annual Registration Fee: \$75/child (all programs & new families)

One free registration if a 50-Hour Block is purchased on the first visit (half off additional children beyond the first child.

Half-off all registration if purchased a 25-hour block is purchased on the first visit.

Annual Registration Renewal Fee: \$37.50/child (all programs after 13 months after original registration).
No registration renewal is due for families who Purchase 50 & 25-Hour Blocks.

Registered Hourly Fee (Paid Registration Fee!):

\$12/hour 1st child \$11/hour 2nd child \$10/hour for 3rd-additional children

Non-Registered Hourly Fee (Paid No Registration or Renewal Fee):

\$15/hour per child and **NO SIBLING DISCOUNT!**

Block Rates (Must be registered): 25-Hour Block: \$275

50-Hour Block: \$500

*Block hours DO NOT Expire

*Upon aging out of the system or

moving, a block balance may be transferred to another account with a written request. Otherwise, the balance

is forfeited and put towards our Scholarship Fund.

Meals: KTO Lunch is \$4 per meal.

Diaper Fee: All Children in diapers/pull-ups will be charged an additional \$.50 per hour.

Late Fee: \$1 per minute per child past closing time.

Returned Check Fee: \$85

Drop-In Weekly Rate: 5 days: \$381 3 days: \$290

*** Covers childcare from 6:30am-7pm including Lunch & Snacks. MUST BE REGISTERED!**

Guardians are liable for full payment to Kid's Time Out (KTO) at the time of services rendered from KTO. All payments are **NON- REFUNDABLE**. No exceptions will be made for any reason. Any account with a balance due for over 30 days will be sent a notice by mail to the address on file. Unpaid accounts will incur a Late Fee of \$5 per month the payment is left unpaid. After 6 months/notices with no payment or payment arrangements accounts will be sent to collections with an additional Collections Fee of \$20 and additional collections fees from our collections company.

*****Fees are subject to change without notice*****

Reservations Policy:

Reservations are **required** for Drop-In Care. Reservations are required as we usually reach our capacity and are mandatory under MSDE-OCC Regulations.

When making reservations:

- Allow for the **MAXIMUM** time you need.
- Reservations are held for only **ONE (1)** hour past the time reserved, unless you call
- Please call to **cancel** any reservations to allow room for others and to maintain this free service (Failure to call and cancel multiple times will result in a **\$25 fee** being added to your account and failure to make future reservations or disenrollment from all KTO programs.

Full and Part Time Weekly Drop-In Care Policy:

Weekly care covers childcare from 6:30AM-7PM Monday- Friday for 3 or 5 days. Children must be registered to use our weekly care programs (Paid Registration Fee).

KTO's weekly care program does not require a contract. You can use the weekly care program occasionally or regularly; however, reservations must be made to maintain your schedule as it still falls under the drop-in program.

Lunch is included in these weekly rates.

Payments for the weekly rates are due on the first visit of the week. If your child should be absent for any reason during the week, **no refunds/credits** will be given.

Full Time Weekly Rate (M-F 4-5 Days):	\$381
Part Time Weekly Rate (Any 3 Days M-F):	\$290

Meals and Snacks Policy:

KTO is not a nut free center, but we do have a nut free table. This allows parents the option to bring their own lunch or food to KTO for their children. There are no restrictions on what to pack your children if you choose to pack their own food, however, Breastmilk is prohibited due to MSDE-OCC storage regulations that KTO is not equipped to follow.

Breakfast: KTO does not supply breakfast. You may send your child in with breakfast **before** 9am and we will have them eat it when they arrive when possible.

Snacks: KTO provides a snack at 10am and 3:15pm for the ELP students and 4pm for the Before & After Care students. The snack menu, which is approved by the Office of Child Care is posted on the Parent Information Board Monthly. If your child requires extra snacks, has a special diet, or is a picky eater, feel free to send in their own snack if you prefer.

Lunch: KTO serves lunch typically at 12pm for ELP. Lunch is a part of the ELP program and there is no extra charge. There is a \$4 charge for Drop-In Participants or on No School Days.

Daily Lunch Entree choices are:

Day of the Week	Meal Options
Monday Tuesday	Chicken Nuggets or Pizza Bagels Hot Dogs w/ Bun or Macaroni & Cheese
Wednesday	Pizza Day: Cheese or Pepperoni
Thursday	Peanut Butter & Jelly Sandwich or Macaroni & Cheese
Friday	Chicken Nuggets or Cheese Quesadilla

KTO follows the HCPSS Nutrition Policy for all meals and snacks as a partner in the Healthy Howard Program. Lunch will also be served with fresh fruit, fresh vegetables, starch, and 1% Milk. Common offerings can be found in this chart but limited to:

Fresh Fruit:	Fresh Vegetable:	Starch:	Dips, Sauces, Etc
Apples	Celery	Goldfish	Ketchup
Mandarin Oranges	Carrots	Crackers	Ranch
Grapes	Tomatoes	Popcorn	Honey Mustard
Pears	Cucumbers	Pretzels	Yellow Mustard
Pineapple	Bell Peppers	Tortilla Chips	
Bananas	Corn	Cheez-it Crackers	
Cantaloupe	Broccoli	Ritz Crackers	
Honeydew Melon	Green Peppers	Tortillas	
Watermelon	Iceberg Lettuce Salad	Whole Wheat Bread	

Strawberries			
Blueberries			

Snack and mealtimes are used to introduce children to a variety of healthy food. KTO does not force any child to eat any food provided by us or their guardians. KTO also cannot hand feed any child since it is not developmentally appropriate for the ages of the children we serve. KTO will maintain its child-friendly menu while introducing new and seasonal fruits and vegetables throughout the year. Teachers will discuss the importance of eating healthy, eating a balanced meal, the adventures of trying new foods, and encourage children to take a 'no thank you' bite of their healthy food. This is encouraged in the monthly themes in ELP.

Water is always available to children. **All children should bring a reusable water bottle with them daily.** Children are welcomed and encouraged to help themselves to the water coolers inside (stationary) and out on the playground (portable) whenever they need to use them.

Parents/Guardians must supply the food themselves if at drop off your child needs a snack or meal, and it is not a designated meal/snack time. Your child(ren) may eat this upon arrival. Children are only permitted to eat during designated mealtimes during their time at KTO. This is due to food allergies, routine adhesion, MSDE-OCC licensing regulations, and fairness.

Developmentally Appropriate Practices Policy:

Kid's Time Out is a preschool and school-age childcare facility for children between the ages of 2 and 13. We are not licensed for infant or toddler care. We are subject to the State of Maryland Regulations to follow developmentally appropriate practices for the children in our care.

We serve children ages 2 to 13 years. This means KTO does not allow baby bottles, pacifiers, teethers, formula, or breast milk since it is not developmentally appropriate childcare practice for the age group we service. COMAR Child Care regulations and the American Academy of Pediatrics state these items should be reserved for children younger than 2 years old. We do not provide childcare services for this age group so we cannot have them in the classrooms. No exemptions will be made to the formula or breast milk policy due to MSDE-OCC procedures that KTO is not capable of adhering to, however, other exceptions can be made if the child has a verified disability marked in their Health Inventory by a Pediatrician and a Doctor's note is provided.

We also cannot hand feed children. Children must be able to feed themselves to attend KTO unless there is an underlying disability marked in their Health Inventory Form and a Doctor's note is provided. Highchairs and other forms of chair restraints cannot be used at KTO because it is not developmentally appropriate for the age of the children we service and is stated as such in COMAR Child Care regulations.

Quiet/Nap Time Policy:

Quiet/Nap time is required by COMAR Child Care regulations for children ages 5 years old and younger that are in our care for 4 hours or longer. Children meeting these criteria will be

provided with a cot to rest on during the designated quiet time (**1pm-3pm**). Parents/Guardian must provide the child's bedding (blanket, sheet, pillow) due to current MSDE-OCC COVID-19 regulations and restrictions.

Teachers will sit with children and provide quiet time music or a story on disc for the children to listen to during Quiet/Nap Time. Children are required to rest nicely for a minimum of 15 minutes and a maximum of 45 minutes (depending on the needs of the child). Children who do not fall asleep within this period will be provided with quiet activities, including, but not limited to, books, puzzles, games and other table activities.

School-age children present during quiet time during no school days will engage in quiet activities including, but not limited to an Art or STEM project, coloring, puzzles, cards and board games, building activities (Legos, block, etc.), and the occasional movie. They are also encouraged to study, complete homework, or complete asynchronous assignments during Quiet/Nap Time. School-age children (Grades K-7) are not required to rest, however, are more than welcome to partake in the activity if they choose.

Screen Time Policy:

As a general rule, we do not watch movies or play video games at KTO on a regular basis. This has become an increasing problem with the start of this virtual school experience in September 2020. However, we may allow them on occasion during inclement weather, to reinforce a lesson, or for a special occasion like a birthday or holiday. At no time are children forced to or required to watch a movie or play on electronics. Other options usually include books, puzzles, drawing, cards or board games, other quiet toys or completing their schoolwork or homework assignments. We also have lots of quiet toys like Legos, Zoobs, Knex, Barbies, Shopkins, etc. **If you wish for your child to not to be allowed screen time in any capacity beyond schoolwork, please let the staff know in writing.** An email to the director at Kidstimeout@gmail.com is perfectly fine.

Children will be given ample opportunity to complete their schoolwork on their laptops when needed. Children in our Before and After Care Program have designated homework times in the afternoon. Children can also do their work before school during free choice and stations.

Fire Evacuation Policy:

KTO is required by the COMAR & MSDE-OCC to execute monthly fire drills, as stated in COMAR regulation .39B (3). We also must complete 3 yearly emergency evacuation drills. Therefore, by signing the policy and procedure agreement, you are authorizing KTO to escort your child out of the center as needed for the required monthly fire drill.

Children with Special Needs/Disabilities Policy:

KTO caters to all children, including those with special needs and disabilities. **If your child has a special need or disability, you are required by Maryland Law to inform KTO.** You must supply KTO teachers with information needed to best care for your child and any special equipment that may be needed. If your child has an IEP (individualized education plan) or similar plan, a copy should be provided to KTO for consistency. **KTO reserves the right at any time to deny care for your child. This includes, but is not limited to, our inability to provide adequate care for your child's needs, behavior issues, improper**

interaction with other children, violent behavior towards staff or other children, and inadequate staffing. KTO can only accept one special needs child per teacher on duty any given day.

Examples of Special Needs (but not limited to): Autism/ASD, Non-Specific PDD, Developmental Delay, Gross Motor Delay, Epilepsy, Down Syndrome, any illness or disorder that limits a child’s developmental, physical or mental capacity.

Reservations are required at all times for our friends with special needs.

Parents are expected to help their child to be accepting of our friends with special needs and/or disabilities. At no time will mocking, teasing or unkind behavior be accepted toward **ANY** child. Please refer to our Bullying, Fighting, and Harassment Policy for more information.

Child Custody Policy:

If there is a custody issue or a custody issue arises, it is **MANDATORY (under current Maryland Law)** that KTO has a copy of the custody agreement the is signed and sealed by the courts, as per COMAR Regulations and MSDE-OCC Licensing Regulations. If a child(ren)’s parent attempts to pick up, by Maryland State Law, we are required to release the child(ren), unless we have the custody agreement executed by the State of Maryland or another State’s Court System stating otherwise. The parents must show proper identification to pick up the child(ren). This must be a state issued Read ID. Common examples are Driver’s Licenses or Military/Federal Employment Identification Cards.

In the event of divorced or separated parents using the center for childcare, written documentation of payment plans and account management must be presented by both parents and kept on file at KTO. Any changes to the accounts, custody days, etc. must also be presented in writing by both parents and they must present KTO with a revised executed custody order.

KTO Scheduled Early Closures and Closings:

KTO will be closed or have shortened hours on the following days:

CLOSED	SHORTENED HOURS
New Year’s Day	Halloween 6:30am-5pm
Martin Luther King, Jr. Day	Veteran’s Day 6:30am-6pm
President’s Day (unless made a school day by HCPSS)	Wednesday before Thanksgiving 8am-6pm
Good Friday/Passover Friday Easter Monday (Monday after Easter)	Day after Christmas 8am-6pm
Memorial Day	
Juneteenth	
Independence Day (4 th of July)	
Labor Day	

Thanksgiving Day	
Black Friday	
Saturday after Thanksgiving	
Christmas Eve	
Christmas Day	
New Year's Eve	

These do not include days we may close early for staff training or meetings. These dates are announced in advance via the monthly newsletter, ELP calendar, and signs put out at the center on the Parent Information Board and the front door one month in advance when possible.

KTO is also closed the week before Summer Camp begins in June for yearly building maintenance.

Playtime & Outside Recess Time Policy:

Our playground is used daily, weather permitting, and the ground cover for our playground is mulch. We may also have messy projects available to the kids any given day, therefore please consider dressing your children appropriately for playtime. **Brand new, designer, pristine, or "Sunday Best" clothing is NOT recommended. KTO will not be responsible or liable for dirty, stained, or damaged clothing items.**

Kids will go outside daily. Please dress them for the weather. We will stay inside if it is raining/snowing, the playground is wet/muddy, or if the temperature is below 46 degrees. If the temperature is too hot, we will go outside earlier in the day before temperatures rise and later in the afternoon when there is plenty of shade. We will shorten our outside times for extreme weather and lengthen it for good weather.

Inclement Weather & Unscheduled Closing Policy:

We do our best to open KTO during inclement weather events (snow, ice, excessive rain, or brush fires). Our number one priority is the safety of everyone involved from our families, children, and Staff. Closings for inclement weather most times depends on the road conditions in Howard County and Clarksville (108 corridor), travel visibility, parking lot conditions, and the size of the expectant or occurring weather event. Sometimes the choice is taken out of our hands due to a State of Emergency or Property Management Orders to close. There will be a message on the center's voice mail, no later than 5am indicating KTO's plans for the day. There will also be a notice posted on Facebook and families in our ELP and Before & After Care programs will receive it by email and when possible, a message on the Parent Portal of our ProCare system. We will also do our best to put a sign on the front door. KTO reserves the right to modify our decision at any time from a delayed/modified operating schedule to closing if the weather conditions worsen before the previously announced opening time.

KTO reserves the right to unscheduled closings due to any reason. The most likely reason KTO would close unscheduled with less than a month's notice and not weather related are power outages, fire, burglary, terrorism or other threatening event, stay at home orders, declaration of a State of Emergency, gas leak, or plumbing disruption.

There may be days when KTO closes early or for the day due to Staff training, cleaning and sanitizing services, building maintenance, or quarterly carpet cleaning. We will do our best to announce these unscheduled closings at least one (1) month in advance. Parents will be notified via email, newsletter, and a message on the Parent Portal of our ProCare System. There will also be a notice on the Parent Information Board and on the front door.

KTO reserves the right to unscheduled early closures for any reason. Most times this will be in emergency situations. In the event KTO closes early, you will be notified by phone and email (when possible) and will have a minimum of one hour to pick up your child(ren). You may have one of your emergency contacts pick up if you cannot arrive in the allotted time to pick up your child(ren). If you have someone who is not on the MSDE-OCC Emergency Form is going to pick up, you must call the center to provide us with their name or you can email it to the Director (unless the reason for closing is power loss, then please call KTO). We will ask for their ID upon pick up to verify the contact's identity. The most likely reason KTO would close early unannounced is an extreme weather event (snow, ice, flood, tornado, etc.), power loss, plumbing disruption, fire, or another emergency event that would cause the center to be unsafe for our children and Staff.

If we will be opening and the schools are closed reservations will open up via email at Kidstimeout@gmail.com one hour before our scheduled opening time. You may also begin calling 30 minutes before our scheduled opening time. **All available spaces will be given on a first come, first served basis.** Spaces available will be determined by staff availability. **If you already have a reservation for that day, you must call and remake your child's reservation. All existing reservations become null and void.** Do not make a reservation on our voicemail. No voicemail reservations will be honored.

No refunds or credit will be given for unscheduled closings for any reason including pandemic related closures. These are not common and considered to be emergencies.

KTO Discipline, Suspension, and Expulsion Policy:

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive support and understanding of interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, KTO does our best to use a positive approach to discipline and practices the following discipline and behavior management techniques.

WE DO:

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.

- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts.

WE DO NOT:

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, restraining or slapping.)
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens or intimidates
- Use refusal of food as a form of punishment.
- Use or withhold physical activity (recess) as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others when possible.
- Compare children to each other.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended, or without supervision at any time.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, gender, gender identity, sexuality, religion, or ethnic groups.

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to **terminate childcare services for that particular child.**

Please Note: If, at any point, there is an indication/suspicion that a child may have special needs, Kid's Time Out will inform the child's family and make contact with the appropriate entities for assessment and assistance. We cannot and will not diagnosis or assume any diagnosis. We will just inform the families of any not typical behaviors or developmental milestones.

Bullying, Fighting, and Harassment Policy:

KTO follows the same bullying policy as HCPSS. KTO is committed to fostering a climate where individuals and their differences are valued, and their safety and rights are protected. We prohibit acts of bullying, cyberbullying, harassment, fighting, or intimidation because they compromise the family environment, we value at KTO and well-being of our children, staff, and community.

The purpose of this policy is to establish expectations for maintaining a safe and respectful school climate where bullying, cyberbullying, harassment, fighting, and intimidation are not tolerated. This policy also provides standards for identifying and preventing bullying, cyberbullying, harassing, or intimidating behavior, as well as intervening and supporting students and employees who are exhibiting bullying, cyberbullying, harassing, or intimidating behavior or who are targets/victims of bullying, cyberbullying, harassment, or intimidation.

When bullying, cyberbullying, harassment, fighting, or imitations are observed or reported, the Director will investigate. The investigation can/will include speaking to the students involved, meeting with or talking to the parents of children involved, teaching the children why such actions are wrong, and meeting with staff members and if necessary the school to determine methods and actions to prevent the behavior from occurring again. Students may be suspended or expelled from the program pending the results of an investigation depending on the severity of the incident or continued actions of bullying, cyberbullying, harassment, fighting, or imitations to other students occur. This also includes insubordination against their Teachers and the Director at KTO. Also, any bullying, cyberbullying, harassing, and/or making threats against their Teachers and the Director of KTO.

Within the context of this policy, the following definitions apply:

- **Bullying** – Intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication that creates a hostile educational or work environment by substantially interfering with a student's or employee's educational or employment benefits, opportunities, or performance, or with their physical or psychological well-being and is:
 1. A real or perceived power imbalance; or,
 2. Repeated; or,
 3. Motivated by an actual or a perceived personal characteristic including race, national origin, immigration status, marital status, sex, gender, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, family structure, or physical or mental ability or disability; or,

4. Threatening or seriously intimidating; or,
 5. Occurs on KTO property, at a KTO activity or field trip, or at the school bus stop; or KTO Van; or,
 6. Sent via electronic communication; or,
 7. Lying; making false claims, and/or threatening to use lying and/or false claims against a Student, Teacher, Director, or other Educational support staff with the intention to influence and intimidate them to get their way or to avoid discipline of their own actions; or
 8. Substantially disrupts the orderly operation of a KTO.
- **Cyberbullying** – Harassment, humiliation, intimidation, and/or threats to others (Students, Teacher, Director, and Educational support staff) transmitted by means of any electronic device, including but not limited to the use of social media sites, telephones, cellular phones, computers, or tablets.
 - **Harassment** – A sufficiently severe action or persistent, pervasive pattern of actions or statements, directed at an identifiable individual or group (Students, Teacher, Director, and Educational support staff), that is intended to be, or which a reasonable person would perceive as, ridiculing or demeaning.
 - **Intimidation** – Subjection to intentional action that seriously threatens and induces a sense of fear and/or inferiority which adversely affects one's ability to participate in or benefit from the educational and/or work setting. It can also involve using lies and/or false claims, and/or threatening to use lying and/or false claims against a Student, Teacher, Director, or other Educational support staff with the intention to influence and intimidate them to get their way or to avoid discipline of their own actions.
 - **Retaliation** – The act or process of threatening or otherwise penalizing a person for reporting an alleged violation of this policy or for participating in an investigation of an alleged violation.