**KIDDIE CORNER DAYCARE HANDBOOK/CONTRACT** **3786 Voltaire Avenue, MEMPHIS, TN 38128 PHONE: 901.512.4559**



This childcare handbook has been compiled to provide information and clarification concerning your child’s childcare. The following guidelines and procedures are some mutual beneficial requirements that are non-negotiable and are legally binding. This handbook will serve not only as a binding contract between you (the parents) and Kiddie Corner Daycare (caregiver/owner) but will also serve as the parent’s ultimate guide when it comes to your background, curricula, activities, rules and regulations. Application fee is one-time fee of $25.00, must be paid before enrollment. Annual enrollment fee is a yearly fee of $25.00, every year on your enrollment anniversary date. The curriculum fee is one-time fee of $25.00, must be paid ONLY for age groups 31 months and up upon enrollment. ALL are NONREFUNDABLE

**HOURS OF OPERATION**

Normal hours of operation for Kiddie Corner Daycare are Monday- Friday from 6:00 a.m. to 5:30 p.m. Specific hours of childcare will be outlined in the contracted fee/rate agreement for child to child. There is a cut-off time daily for morning drop off at 9am. If your child misses the scheduled mealtime, you are required to supply the child with a substitute meal and feed your child that meal. A two-week written notice is required if you plan to change your enrollment hours or days. Kiddie Corner Daycare will issue a supply list for each child upon enrollment.

**PICK-UP/ DROP- OFF**

Children are to arrive on- time and maintain cleanliness and good hygiene. Only designated persons will be allowed to pick up child/ren. All person’s names must be on the child pick-up form. All parents/guardians, and or designated person must pick up their child and sign him/ her in/out daily. No child will be released to any honking horns. Late Pick-Up- There will be a $1.00/min charge for any child being picked up after contracted pick- up time. If there is a continuous in being late to pick-up child, childcare provider has the right to *TERMINATE* contract. No child will be admitted in the daycare after cut off time, which is 9am unless a doctor note is provided. All parents and authorized persons for pick up/drop off will be provided a unique code. **All children attending KCD 2 years and older MUST wear FACIAL SHIELDS OR MASKS.**

**TRANSPORTATION**

Due to the many challenges of transporting young children safely and our concern for your child’s well-being, Kiddie Corner Daycare does not transport children currently except in the case of an emergency or a scheduled field trip.

**FEES**

Application fee is one-time fee of $25.00 Curriculum fee is one-time fee of $25.00

Annual Enrollment fee is a yearly fee of $25.00 Weekly Tuition (outlined in contract)

**HOLIDAYS/ VACATIONS**

Kiddie Corner Daycare will be closed and paid for all major holidays. The following holidays no childcare services will be provided. If a holiday listed below falls on a Saturday, Kiddie Corner will be closed the preceding Friday. If a holiday listed below falls on a Sunday, Kiddie Corner will be closed the following Monday. ½ days are permitted and ALL holidays will be provided to parents in a notice on monthly calendars.

Kiddie Corner will be closed for personal vacation 1 time yearly. The date and length of the vacation time will be provided to parents in a written notice well before the vacation date. While the daycare is closed for personal vacation no parent is responsible for payment. However, if a parent decides to take a family vacation the daycare is to be notified as soon as possible and weekly childcare is still due. Parents are still to make payment for childcare as outlined in fee agreement for the days that the child is in attendance and/or absent. NO EXCEPTIONS!!

**ATTENDANCE POLICY**

EVERY full-time child is expected to be in attendance daily, (Monday-Friday). If a child will not be in childcare, please notify us as soon as possible by telephone. If the phone goes unanswered, please leave a voicemail we will check messages and document the absence. Parents are still to make payment for childcare as outlined in fee agreement for the days that the child is not in attendance. If there is an extended absence and childcare is paid, the child’s spot is still saved/reserved. ***No refunds will be given if your child is not in attendance.*** If there is an extended absence and childcare is not paid time, the child’s spot will be terminated. There will be a balance on the account with accrued late charges, the account is subject to court and attorney fees. No tax information can be provided until unpaid balances are paid in full, and the child cannot return- reenroll with Kiddie Corner Daycare.

**OPEN DOOR POLICY**

While your child is in our care, you can always be assured that the door is open to you. For the safety of staff and the children doors are kept locked except for scheduled drop off and pick up times. Please feel free to drop in and check on your child, however, keep in mind a child adjusting to a new surrounding will want to leave with you if you pop in for visit. If the phone goes unanswered, please do not become alarmed, simply leave a voicemail and a return call will be made to you. Parent participation is expected in this program. Individual and group parent conferences and meetings can be held by appointment. There will always be parent information listed on parent bulletin board and monthly calendars/newsletters. No other persons except the parents can drop in on each child.

**MEDICAL EMERGENCIES**

Minor bumps, scrapes, and injuries will receive appropriate first aid and you will be contacted via accident/injury report. If an emergency injury or illness occurs, you will be contacted immediately. We will call the emergency contact numbers supplied. If necessary, your child will be transported by ambulance to the nearest hospital. Your child must remain out of school min. of 24 hours or until symptoms clear if dismissed early or has illness symptoms.

**OUR PROGRAM**

* A comfortable, nurturing environment that promotes secure attachments
* All children 2yr+ are all required to wear facial shields or masks daily.
* A GOLD SNEAKER INITIATIVE PROVIDER
* A bright, cheerful environment with developmentally appropriate toys and materials
* Promoting Keeping Kids Safe Curriculum
* A daily routine that balances the teacher and child
* Opportunities to participate in activities with other children
* A daily report detailing the child’s eating, sleeping, diapering, activities, and mood throughout the day.
* Support and encouragement for parents and families
* PERSONAL TOYS- Children are allowed to bring a personal toy from home

**ENROLLMENT**

* Admission is open to all children aged ten months to twelve years, regardless of race, gender, color, religion, national origin, handicap, ancestry, or sexual orientation.
* Admissions are open to all aged siblings of an enrolled daycare child, discount applies.
* All forms must be filled out and returned before beginning childcare.
* Read, sign, become familiar, and agree with policies and procedures.
* All prescription medication forms must be filled out completely and on file before any medication can be administered. ***NO OVER THE COUNTER MEDICATION***
* Parents agree to submit on or before the first day of care a copy of each child’s current immunization records. Updated forms are **Mandatory**, or childcare will be suspended.
* Parents are fully responsible to have substitute arrangements for childcare in the event of an emergency and no care can be provided. ***NO REFUNDS***

**POTTY TRAINING**

Potty training is to be done mostly in the home environment with the guidance of the parents. We will assist in potty training according to the parents' requirements. Please ensure that you begin potty training with your child when both you and your child are ready and able to dedicate the time, patience and consistency required. Your child must come dressed in a pull up (and provide several changes of clothing and pull-ups) until shown to be fully potty trained. Pull-Up must have Velcro-adjustable sides so that the child does not have to be fully de-dressed for changing/ bathroom breaks. Soiled clothing will be placed in a zip-lock bag for you to sort and clean.

**CLOTHING/SUPPLIES**

Please send a blanket on Monday with the child’s name on each item. Blankets will be sent home on Fridays to be washed and must be returned with the child every Monday morning. All parents/guardians are responsible for diapers and special-diet foods with the child’s name labeled on each item. All parents/guardians should supply the child with an extra change of clothes, weather/season permitting. Sippy cups also must have the child’s name written on the outside the cup. Sleeping cots for all children to use during nap time will be provided.

**PAYMENT**

Your specific rate will be outlined in your fee agreement. There are multiple acceptable forms of payment cash, credit/debit card, bank to bank deposit-transfer, and money order. Payments are payable in advance by cash or money order and are due no later than at the time of drop off on Friday mornings. No checks will be accepted. If Friday is a holiday, or your child is absent payment is expected on the previous day. A late fee will be applied if any payments are received after Friday morning by 9am. Receipts will be available on the date of payment. Year-end summaries will also be provided. If you are making payments monthly, all payments are due on the 1st of each month. There is no grace period or refunds, and if the 1st falls on the weekend or holiday, you are expected to make payment on the previous day. Full fees are required regardless of whether your child is absent or ill. ***No refunds will be given if your child is not in attendance*.** Tuition may be paid weekly, bi-weekly, or monthly and must be outlined in fee agreement. At least a two-week written notice will be given to parents before any rate changes are put into effect. At least a two-week written notice should be given to director/owner that serves as your intent to terminate your childcare contract. During that two-week time period, all past due and current childcare fees are due immediately. ***AFTER THE NOTICE IS GIVEN, IN THE EVENT YOUR CHILD IS NOT IN ATTENDANCE DURING THOSE TWO WEEKS, CHILDCARE IS STILL DUE IN FULL***. All childcare services offered are on a full-time basis unless otherwise stated in the fee agreement and contract. If an account has a balance owed and not paid, NO TAX INFORMATION (EIN) can be verified or given until the account is current and paid in full. If a two-week notice is not provided by a parent and childcare is terminated, that child/family cannot return/re-enroll to Kiddie Corner Daycare.

Childcare services will be **SUSPENDED IMMEDIATELY** until all fees are paid in full. In addition, we will only accept cash or money order as a form of payment after a returned credit/debit card payment due to NSF. Childcare services can be ***TERMINATED*** at any time due to non-payment.

**LATE FEES**

**Late Payment Fees**- If payment is not received when due there is a $15.00/ day late fee charge. The late fee will be applied to your total balance and must be paid IN FULL before your child can receive care. If payments are not received by 9am on Friday mornings, a late fee per day will be applied to the total balance, including weekends. All late pick- up charges are due same day or the next day following late pick up or the child cannot receive care. If there is a continuous in being late to pick-up child OR late on childcare payment, childcare provider has the right to TERMINATE contract. Even if you paid your childcare fees but not late fees then you cannot receive care.

**SALES TAX**

Kiddie Corner Daycare will add the state sales tax of 9.25% to all childcare fees starting 8/1/22.

You can compute that amount owed by using the software on calculator.net or the director can assist you. The balance of your childcare fee plus sales tax is mandatory starting 8/1/22 and will be expected to be paid in full to be considered as paid in full. Example: if your childcare fee is $150.00, then add tax rate of 9.25%, then your amount that you pay is $163.88/ weekly to be paid in full. If you only pay a portion of your fees due to TDHS voucher, then the amount you pay is taxed only. Example: if your childcare fee is $72.00, then add tax rate of 9.25%, then your amount that you pay is $78.66/ weekly to be paid in full. You will receive a year-end tax form.

**DISCIPLINARY PHILOSOPHY**

At all times, the disciplinary procedure will employ a loving and nurturing manner to encourage self-control, to teach self-respect, and respect for others. We use positive guidance and re-direction several times before any disciplinary action is taken. If necessary, the time-out method will be used. If unacceptable behaviors occur, the parent will be notified, and the child could not receive rewards and end of the day treats. We realize that no single technique will work for every child every time, however if a child is consistently exhibiting unacceptable behavior, a conference will be requested with the child’s parents to consider other alternatives before terminating care. If you child displays any form of disciplinary problem, parents will be notified either written or verbally so we can take a course of action together to rectify the problem expeditiously. If unacceptable behavior continues, child could be ***TERMINATED.*** **Time-out Method**- is removing the child from the current situation and placing him/her by him/herself for a period. The time a child is left in time- out is one minute for each year of the child. An appropriately structured daily routine can help reinforce positive behaviors in children and minimize negative behaviors

**WITHDRAWAL/TERMINATION NOTICE**

We may be subject to giving parents a notice of termination, in which care is not able to be offered. All Parents are responsible for providing a written two-week notice of intent to withdrawal/terminate the daycare contract and those weeks are still due in full by the parent. If a 2 weeks’ notice is not received, childcare is still due for your child at the full rate. Failure to provide a notice will leave account with outstanding balance, no tax information EIN can be provided, and child(ren) will not be able to reenroll at Kiddie Corner Daycare. Regular tuition payments are due during this time whether the child is in attendance or not. Failure to provide such notice will result in being charged the full rate for two weeks, plus any back childcare owed, late fees, and attorney fees. Failure to pay all fees within 30 calendar days will result in account being sent to small claims court. When a written notice of withdrawal/ termination is given by the parent or by the center all outstanding bills must be paid at that time. No Exceptions!! Kiddie Corner Daycare may terminate your child immediately for any of the following reasons: FAILURE TO PAY TUITION AND FEES ON TIME, LACK OF PARENTAL COOPERATION, INABILITY TO MEET NEEDS OF THE CHILD, FAILURE TO DROP-OFF PICK-UP CHILD ON TIME, FAILURE TO COMPLETE/RETURN REQUIRED FORMS, VERBAL/PHYSICAL ABUSE OR THREAT BY A PARENT, CHILD’S BEHAVIOR, AND FOR ANY OTHER REASON AS DEEMED NECESSARY BY KIDDIE CORNER DAYCARE.

**TAX INFORMATION**

ALL Year- End Summaries are provided to parent/guardian at the beginning of the year. If an account has a balance owed and not paid, NO TAX INFORMATION (EIN) can be verified or given until the account is current and paid in full. All Summaries must be signed and dated by parent/guardian yearly. If a child terminates without a full 2 weeks’ notice, those weeks are still due and must be paid before any tax information is verified.

**UNRULY BEHAVIORS**

If your child is continuous disruptive, violent, usage of profanity, fighting, biting, hitting, pushing etc. then he/she will be terminated after corrective action has been taken but failed. If we are subject to giving parents a notice of termination, in which care is not able to be offered then this is IMMEDIATE. A 2 weeks’ notice is needed from either party. Director has the right to terminate care for any reason deemed necessary.

**EMERGENCIES**

***FIRE*** There are 4 fire extinguishers located in Kiddie Corner Daycare. One is in the bathroom area, two in the kitchen area, and the other is in common area. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. We will practice fire drills monthly so that children will be familiar and prepared in the event of a fire. The fire evacuation plan is located on file and free for you to view at any time.

***TORNADO*** In the event that there is a tornado warning, the children will gather in the safest area. We will remain there until the inclement weather has passed. Tornado drills will also be practiced monthly.

***POWER OUTAGES*** There are flashlights located throughout the daycare for immediate lights. If the weather is inclement and the house is getting to cold or too hot for the children, then you will be called to arrange pick-up for your child. If the power remains out for a long period of time, parents will be called to pick-up your child and non-perishables will be given to children for snacks. Parents are fully responsible to have substitute arrangements for childcare in the event of outages or emergencies. ***NO MONIES WILL BE REFUNDED IN THIS EVENT***

**INCLEMENT WEATHER**

Daycare hours resume the same 6am-5:30pm unless stated otherwise. Also, it is your responsibility to drop off/pick up your child from daycare. If weather is bad and your child does not attend daycare and Kiddie Corner Daycare is still open and operating normally all childcare payments are still due and due on same due dates. If the school systems are open, yet the road conditions are not safe and clear for travel that day NO CHILDCARE will be provided. If the school systems are closed, then NO CHILDCARE will be provided. ***NO REFUNDS WILL BE GIVEN IF YOUR CHILD IS NOT IN ATTENDANCE. ALL CHILDCARE IS STILL DUE WHETHER YOUR CHILD IS IN ATTENDANCE***

**REFERRAL PROGRAM**

The referral program was developed to allow pleased parents of KIDDIE CORNER DAYCARE a chance to willingly refer family members, friends, and colleagues. For your time and effort KIDDIE CORNER DAYCARE will apply an one-time discount to your next week childcare fees, after the referred party has enrolled his/her child for a minimum of one month at KIDDIE CORNER DAYCARE.

**CHILD ABUSE/NEGLECT**

It is the law and our responsibility as a childcare provider to report all abuse or neglect, including alcohol/drug usage. We will notify Children’s Protective Services and the Police Department when it appears that a child in care is being physically, sexually, or emotionally abused, neglected, or exploited. No child will be released to any persons showing signs of impairment.

**FIELD TRIP**

Children may participate in field trips at various times throughout the year. Parents may volunteer and are always appreciated. Notice of field trips will usually be given in the monthly newsletter/calendar. It is not necessary your child attend these field trips, but you will be required to find alternate care for your child if he/she does not attend. Regular childcare fees will still apply for field trips days, whether your child attends. Field Trip Permission Slips must be signed prior to destined trip date. A volunteer sign-up sheet will be posted and on file for all parents that wish to attend field trips.

**SICK POLICY**

If a child became sick while in the care of Kiddie Corner, an illness report will go home with the child detailing the illness and a phone call to the parent to pick the sick child up. All parents will be required to fill out, return, and sign a medical emergency care authorization upon enrollment. All medication forms must be filled out completely and on file before any medication can be administered to a child. A child will not be allowed to stay at the daycare and must be picked- up IMMEDIATELY if there is a fever, diarrhea, or other contagious symptoms. *Please notify us if there has been an illness in the family.* ***Keep the child home!*** Therefore, all childcare payments are still due and due on same due dates. **If there is a constant flow of nasal fluids (any color), sneezing, or coughing** your child can not stay at daycare, you will be contacted for pick up, and is considered ILL. Your child must remain out of school min. of 24 hours or until symptoms clear.

Prescribed Medication- Child Care Regulations prohibit children to receive any medication of any kind unless you have filled out and signed a permission to administer form. All medication must be in the original, labeled container, and prescription medication. ***ALL CHILDCARE IS DUE WHETHER YOUR CHILD IS IN ATTENDANCE OR ILL- no refunds.***

**DAILY SCHEDULING**

Children need consistency in their daily routines. They thrive on routine; it helps them make sense of the world and gives them a sense of security. Our daily childcare schedule provides routine and structure for children so that they know what to expect from day to day. An aged based ABC 123 or ABC Mouse curriculum is used for all children during group activities.

**CURRICULUM**

We offer an aged based curriculum to all children enrolled with Kiddie Corner Daycare. However, children aged 31 months and older must be assesses a curriculum fee of $25.00 for the more diverse and classroom level curriculum that will be provided. Your child will be provided a folder and is mandatory to bring daily. If the folder is lost or does not return continuously then a new folder will be issued, and fee applied to your account of $5.00. This fee must be paid, NO EXCEPTIONS!

**FULL/ PART TIME CARE**

Full time care is provided to children for 5 days a week, Monday- Friday. Part time care is provided to children 3 days a week. Drop-in care is provided to children on a need to basis if the space is available. Full time care recipients have a secured weekly spot, however part time and drop-in care recipients DO NOT. The spots are first come, first served according to availability. If you are under part time care and your childcare payment has not been received by 9am Friday morning, then that spot is subject to be available for any waiting families. If a child will not be in childcare (full or part time), please notify us as soon as possible by telephone. Parents are still to make payment for childcare as outlined in fee agreement for the days that the child is not in attendance. If there is an extended absence and childcare is paid, the child’s spot is still saved/reserved. The Annual enrollment fees are paid once yearly based on the date of original enrollment month and date for $25.00. ***No refunds will be given if your child is not in attendance.***

**TDHS RECIPIENTS ONLY**

TDHS voucher recipients must pay their copay amount supplied by TDHS in full along with any overage’s “difference” in the childcare fee. All copay and overages are the parents’ full responsibility and must be paid for 2 weeks versus weekly like self-pay parents.

TDHS vouchers will ONLY be offered on a full-time childcare basis. If there is no copay due but an overage “difference” then you are required to pay that overage. You will be terminated immediately if you display any of the following: expired voucher certificate, negative-disrupting behaviors, non-payment, lack of parental cooperation, threats, or profanity towards staffing.

**If an account has a balance owed and not paid, NO TAX INFORMATION (EIN) can be verified or given until the account is current and paid in full. If a two-week notice is not provided by a parent and childcare is terminated, that child/family cannot return/re-enroll to Kiddie Corner Daycare.** Failure to pay all fees within 30 calendar days will result in account being sent to small claims court. In addition, no clearance letter for transfer will be provided to the childcare caseworker if the parent owes a balance.

Termination: All Parents are responsible for providing a written two-week notice of intent to withdrawal/terminate the daycare contract and those weeks are still due in full by the parent.

**\*TDHS Voucher Recipients\* All childcare co-payments and fees are due on Friday morning for 2 weeks by 9am. If your voucher does not pay the full childcare amount for your family, then the parent(s) are responsible for covering the full childcare rate for your child (ren). If your voucher expires and is not renewed no childcare can be provided until renew date has been provided to Kiddie Corner.**

**All TDHS voucher recipients must email a copy of the certificate and the caseworker name and email address to our email address below:** [**info@kiddiecornermemphis.com**](mailto:info@kiddiecornermemphis.com)

**DIRECTOR CONTACT INFORMATION:**

**Please feel free to contact director Ms. Neicy with any immediate concerns or emergencies. Call or text, and a response will be granted. Cell phone is 901.438.1625. Let’s please be fair and respectful of her time and off days.**

**Kiddie Corner HANDBOOK AGREEMENT**

Please read this manual carefully and cooperate with us in this effort. If you have any questions, suggestions, or concerns, please feel free to contact me. Application and Curriculum fee must be paid prior to start date.

By signing this form below, you agree to abide by the policies mentioned. This policy agreement is subject to change at any time but a two- weeks written notice must be given to the parent prior to any change. By signing this form below, you also agree to the fee agreement. By signing below, I (the parent) am in receipt of the handbook/policies and TN summary of licensing requirements.

Child NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Kiddie Corner Daycare Fee Agreement**

This agreement is made by KIDDIE CORNER DAYCARE, Child Care Provider and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Parent/Guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The following has been agreed upon between the two parties beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: I have read and agree to full contents of the Parent’s Handbook. I understand that disregarding these policies can result in termination from childcare enrollment. I understand that I must follow the termination policy as it is written in the Parent’s Handbook. I agree to the weekly rate of $\_\_\_\_\_\_\_\_\_, to be paid the Friday morning before the week begins for my child(ren).

Our arrival time will be \_\_\_\_\_\_\_and pick up time will be no later than\_\_\_\_\_\_\_ Monday through Friday. After this time, $1.00/ minute will be charged to my account and a $15/day charge for late payments.

**Provider Signature Date**

**Childs Name**

**Parent Signature Date**

**Parent Signature Date**



**KIDDIE CORNER DAYCARE ADDRESS: 3786 VOLTAIRE PHONE: 901.512.4559**

**I agree to pay KIDDIE CORNER DAYCARE a weekly, bi-weekly, monthly fee of**

**$\_\_\_\_\_\_\_\_\_\_\_\_\_ to provide childcare to my (child)ren by Friday Morning by 9am.**

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby acknowledge that I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am aware of the**

**(THE PARENT) (THE PARENT)**

**conditions stated in the KIDDIE CORNER DAYCARE Financial Agreement and agree to abide by the above requirements. If I the parent would like to terminate my childcare contract, I will give a written two-week’s notice of my intent. I am in receipt of the TN DHS Licensing Summary. I also understand that I am to pay the state sales tax of 9.25%.**

**WE ALSO NEED PHOTO ID FROM PARENT(S) & PARENT(S) Social Security number**

By signing this form below, you agree to abide by the policies mentioned. This policy agreement is subject to change at any time, but a two- weeks written notice must be given to the parent prior to any change. Kiddie Corner Daycare relocation site is RALEIGH EGYPT HIGH SCHOOL.

**Parent Printed Name**

**Parent Signature Date**

**Parent Printed Name**

**Parent Signature Date**

**NUTRITION MENU/MEALS**

The nutrition policy is encouraged to help develop good eating habits that will last a lifetime. Due to our desire to promote your child’s health and provide good childcare nutrition KIDDIE CORNER DAYCARE has become a member of the Federal Child and Adult Care Food Program (CACFP). A four-week rotational menu is available by front door on the parent bulletin board. Food is available only at scheduled mealtimes. Children who choose not to eat will need to wait until the next scheduled meal or snack. If your child is absent during a scheduled feeding, it is your responsibility to feed him/her before she/he arrives. If your child has a special dietary need or allergy, then you can bring special food labeled with his/her name.

***Kiddie Corner Childcare Goals/ Philosophy***

The goal as your childcare provider is to provide your child a safe, clean, comfortable, environment where they can play and learn with guidance and loving care while you are away at work or school, which promotes all aspects of development. We believe a child’s early experiences enrich and stimulate future growth. We respect each child’s need for love, security, acceptance, warmth, and stimulation. Activities will be offered which will stimulate sensory motor skills, language development, and social interaction. We take seriously the privilege and responsibility to provide quality care in a learning environment. We hope you and your family will have many happy and rewarding experiences through your experience here in Kiddie Corner Daycare.

Gold Sneaker Initiative Program 

What is Gold Sneaker?

The Tennessee Department of Health’s (TDH) “Gold Sneaker Initiative” contributes to the TDH mission to protect, promote, and improve the health and prosperity of people in Tennessee.  Gold Sneaker was developed in 2008 to enhance policy related to health and wellness within licensed childcare facilities across Tennessee. The Initiative is free and voluntary to any licensed childcare provider in Tennessee that has met training and application requirements. Through Gold Sneaker, licensed Tennessee childcare providers have the opportunity to improve the health of the children in their care by adopting policies related to physical activity, healthy eating and a tobacco-free environment.

Physical Activity Policies **Policy 1**: Children attending less than a full day program shall be offered a proportional amount of the physical activity time as required by TDHS licensure rules. Physical activity for children ages three years and older must be a balance of structured and unstructured play, both indoors and outdoors (weather permitting) utilizing age-appropriate activities. **Policy 2**: Providers shall provide education (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) to families twice each year that addresses the importance of limiting screen time according to current American Academy of Pediatrics policy and the development of a Family Media Plan. **Policy 3**: Children shall not be allowed to remain sedentary or to sit passively for more than 60 minutes continuously, except for scheduled rest or naptime. Childcare director/owner shall take Go NAP SACC Self Assessments (Infant and Child Safety Physical Activity & Screen Time) to compare their physical activity practices to best practice standards. **Policy 4**: Childcare providers must ensure physical activity is a positive experience for children and that it is never used negatively or to control behavior.

#### Nutrition Policies **Policy 5**: Providers shall ensure appropriate infant and child feeding patterns, including breastfeeding. All educators shall be trained to: advocate for breastfeeding, safely prepare expressed breastmilk for feeding, feed infants according to their individual needs, and store expressed breast milk properly. Providers shall publicly display their support for breastfeeding infants and mothers by posting signage or other publicly facing information (i.e., participate in Breastfeeding Welcomed Here through the TN Department of Health or Team Nutrition resources for new and expectant moms about breastfeeding). **Policy 6**: Childcare educators shall ensure appropriate infant and child feeding patterns, including adequate time for snack and meal consumption and age-appropriate portion size.

Childcare educators shall provide education to families twice each year (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) that addresses nutritional learning experiences, with a focus on adequate time for snacks and meals and age-appropriate portion size. All eating opportunities shall consist of a respect for the child and promotion of a positive attitude toward food. Childcare educators shall apply evidence-based early food preference learning strategies such as introducing healthy foods, repeatedly pairing new healthy food choices with foods children already like and modeling consumption and enjoyment of healthy foods. Tobacco-free Campus Policy

**Policy 7**: The childcare provider campus shall be free of all tobacco and tobacco-related products, including smoking, smokeless and electronic products.  The campus is inclusive of all vehicles used to transport enrolled children, all outdoor spaces, and all indoor locations, whether children are present.  Childcare employees and volunteers may not use tobacco or tobacco-related products while off-campus at provider-related activities (i.e., fieldtrips, walks, and all other outdoor activities). Employees who use tobacco products while off campus are required to change clothes and wash hands thoroughly prior to interacting with children. “No Smoking” signs shall be posted conspicuously at each childcare provider entrance, as required by state law.

**Kiddie Corner Daycare 3786 Voltaire Avenue Memphis, TN 38128 901.512.4559**

Childcare Full Time Rates/Fees

All payments are due on Friday morning by 9am. NO EXCEPTIONS!!

Infant 6wks-13months 215-235

Toddler 13months-31 months 185-200

Preschool 31 months- Kindergarten 165-185

School In 125

School Out 150

APPLICATION FEE $25.00

REGISTRATION/ CURRICULUM FEE $25.00 (ages 31 months and up)

ANNUAL enrollment FEE $25.00 (your anniversary enrollment month/date)

School Supplies

FOLDER FEE (IF LOST) $5.00

Late pick up fee- $1.00/min

Late payment fee- $15.00/day



**COVID- 19 SICK POLICY**

**All children attending KCD 2 years and older MUST wear FACIAL SHIELDS OR MASKS.**

All children and that have tested positive for covid-19 or have a family member that is positive must be tested before continuing or returning to school. Any child who tested positive must stay out of daycare and cannot continue daycare until NEGATIVE with a minimum of 10 days. A child will not be allowed to stay at the daycare and must be picked- up IMMEDIATELY if there is a fever, diarrhea, vomiting, covid-19 relayed symptom(s), or other contagious symptoms. *Please notify us immediately if there has been an illness in the family.* Therefore, all childcare payments are still due and due on same due dates. **If there is a constant flow of nasal fluids (any color), sneezing, or coughing** your child can not stay at daycare, nor can your child attend daycare you will be contacted for pick up, and he/she is considered ILL. We understand that some children have asthma, allergies, or sinus issues, these must be documented on a physician’s letterhead for the file. If a note cannot be provided, then we must assume that the child is ILL and cannot attend daycare. If your child is early released or becomes sick at school, then he/she must remain out of school min. of 24 hours or until symptoms clear. If there are symptoms of covid-19, the child must be tested before returning to school with a NEGATIVE result. ***ALL CHILDCARE fees are DUE.***

If your child test POSITIVE for covid-19, he/she must stay out 10-14 days NO EXCEPTIONS, even if your physician says 5 days. Your child will also have to retest for a NEGATIVE result before returning as a precaution to ensure that the virus is gone. Our main goal is to remain safe and ensure every child is healthy! 10 days if no symptoms, 14 days if symptoms are present.

If a child in your child’s class becomes ill due to covid-19 (POSITIVE) then the entire class and staff must be tested before he/she can return to school. We understand the challenges that this causes however more importantly we must remain and ensure the safety of each child. If you have been notified by the director that your child needs to be tested, please remain calm, be prompt and schedule an appointment immediately. The NEGATIVE result will be required for entry. It is of the director’s discretion to close the entire daycare pending the outbreak number, cleaning, and staffing. If you do not adhere to the rules, then you are subject to termination.

It is important that you limit BIG group setting/outing to ensure that you and your household remain safe during these times. During holiday breaks, please practice safe distancing and keep your child safe. If your child or you are exposed with covid-19, please notify us immediately.

***ALL CHILDCARE fees are DUE WHETHER YOUR CHILD IS IN ATTENDANCE OR ILL- no refunds. The fees are STILL DUE because they are associated with your child’s spot not attendance. By signing below, you are in receipt of this policy and understand it in its entirety.***

**Childs Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Parent Signature Date***

**Kiddie Corner Daycare 3786 Voltaire Avenue Memphis, TN 38128 901.512.4559**