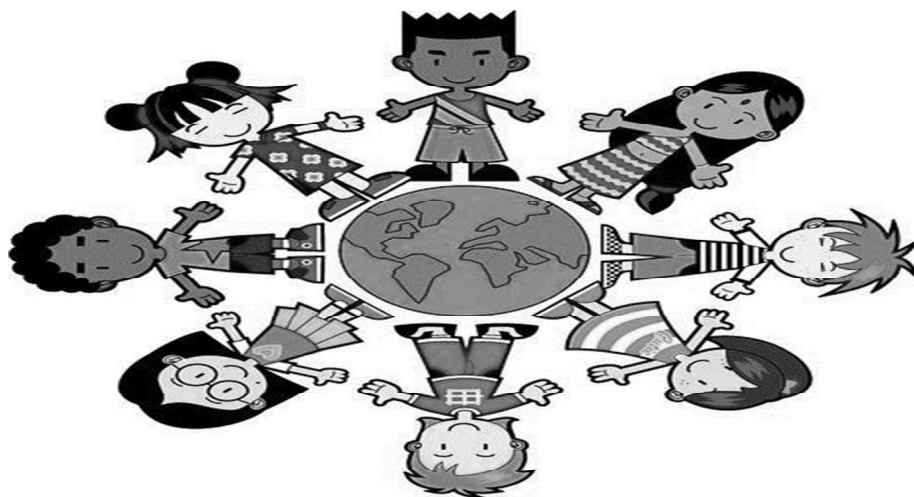




KIDDIE WORLD CHILD CARE CENTER

PARENT HANDBOOK

2885 GRAHAM ROAD SOUTH
MOBILE, ALABAMA 36618
251-525-9870

POLICY

Our Center offers you a complete childcare program, including:

- Hours of operation 7:00 am to 5:30 pm, Monday – Friday
 - Breakfast... (8:00 am – 9:00 am)
 - Infant care
 - Pre-School, age-appropriate learning program
 - Full time childcare
 - Complete summer program
 - Trained, experienced, and caring staff...All are fingerprinted with background checks
 - Part-time 3 and 4 pre-kindergarten
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1. Parents... WITH INFANT AND TODDLERS:

- A. Should have bottles, pacifiers, and all personal items labeled.
- B. Wipes and diapers are required DAILY
- C. Parents should supply infant formulas and premixed
- D. Milk, juice, and baby food (table food if applicable) will be supplied by the Center.
- E. Please bring two changes of clothes daily, for children 2 ½ and under.
- F. A small blanket is needed from napping, **EXCLUDING INFANTS** (please label).
- G. Crib and cot sheets are provided by the Center.
- H. Please phone the Center if your child is to be absent. This helps with the correct lunch count.

2. Parents... WITH CHILDREN AGE TWO and a HALF THROUGH FIVE:

- A. Shall have jackets, sweaters and all personal items labeled. The Center cannot be held responsible for the loss of any UNMARKED ITEMS.
- B. Please bring an extra change of clothing for your child.
- C. Cot sheets are provided by the Center.
- D. A small blanket is needed for napping. (please label)
- E. Please phone the Center if your child is to be absent. This helps with the correct lunch count.

3. Parents... WITH SCHOOL AGE CHILDREN:

- A. Shall have jackets, sweaters, and all personal items labeled. The Center cannot be held responsible for the loss of any UNMARKED ITEMS.
- B. Nutritious meals and snacks are supplied by the Center.
- C. Please call us if your child is absent from school or will not be attending the Center.

FEES*SCHEDULE***AGREEMENT**

1. All fees **MUST** be paid in advance.
2. **FEES are due on Tuesday**, unless you pay in advance.
3. A \$10.00 late charge will be added to your balance for fees paid late.
4. **Planned absences...A child who is enrolled full time in our program, and is absent for an entire week (Monday – Friday) will pay 1/2 of the weekly fee. The fee will be charged ONLY if the Director is notified of the proposed week on or before the Monday of the week; otherwise, the regular weekly fee will be charged this does not apply to:**
 - a. children eighteen months or younger
 - b. children who are state subsidy clients
 - c. children who are enrolled part-time
5. Should your child be on a planned absence, as explained under item number four above, the 1/2 tuition is due no later than the Thursday of that week.
6. If a child attends any part of the week, his/her tuition is due. There are no exceptions.
7. Children that are absent for one week without the Center being notified will be dropped from enrollment. Re-enrollment will be based upon availability and clearing any account balances.
8. All fees are non-refundable.
9. A two-week notice **MUST** be given if you wish to withdraw your child.
10. **There is a LATE PICK-UP CHARGE of \$1.00 per minute, starting at 5:30 pm. Time is based on the clock in the office.**
11. Any late pick-up payments will be paid to the staff member directly.
12. Payments of school age children...Occasionally when the public schools dismiss early or are closed, the children attend the Center for a longer period

- than originally scheduled. Extended care charges will be added to the regular weekly tuition. Please check with the Director for the correct charges.
13. Parents of children age three or older...All learning programs are included in your tuition.

TOYS

Please DO NOT allow your children to bring toys into the Center, as we cannot be responsible for their safe return. This includes electronic games and radio, CD, or DVD players. Director approval may be given for “special occasions”.

PARENT INFORMATION

ALL ENROLLMENT INFORMATION MUST BE KEPT CURRENT FOR EMERGENCY SITUATIONS, SHOULD ONE ARISE. THIS INCLUDES ALL PHONE NUMBERS (WORK, HOME, AND CELL) FOR YOUR SELF AS WELL AS AUTHORIZED PERSONS. THIS IS FOR YOUR CHILD’S PROTECTION. WE ARE NOT RESPONSIBLE IF WE CANNOT REACH YOU IN AN EMERGENCY, IF YOUR INFORMATION HAS NOT BEEN UPDATE WHEN YOU HAVE CHANGES.

1. Each child **MUST BE WALKED** into the building, **SIGNED IN**, and then **ACKNOWLEDGED** by Center personnel before delivering party leaves.
2. Each child **MUST BE SIGNED OUT**. This is a State Law. When you park to come in, please be sure not to block the lanes for too long. Make sure you always turn your car off and bring your keys with you. We have had children run to the car and lock their parents out.
3. All people, whether arriving or departing, must enter and exit through the office.
4. Authorized persons never being seen before at the Center will be asked to show identification.
5. All visitors must report to the office. **NO EXCEPTIONS!!!**

OBSERVED HOLIDAYS

New Year's Eve
New Year's Day
Martin Luther King Day
Mardi Gras Day
President's Day
Memorial Day
Juneteenth Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day

When any holiday falls on a weekend, the preceding Friday or the following Monday may be designated as the holiday. We may close during the time the local school system is out. When this takes place, parents will be notified ahead of time.

ILLNESS

1. If your child is ill, please do not bring him/her to the Center.
2. If your child becomes ill, or runs a fever, you will be notified immediately and required to plan for your child to be picked up from the Center.
3. Communicable diseases are considered an illness. This includes, but not limited to "head lice, pink eye, ringworm, vomiting & diarrhea, etc..."
4. A child shall not be readmitted to the Center until the child is fully recovered, and the Director may ask for a statement from the physician that the child is no longer infectious. They must be symptoms and fever free for 24 hours.

ALLERGIES

Parents of children with food allergies and/or dietary restrictions shall work directly with the Center Director in accommodating their child's specific need. The Center requires

that each child with a food and/or dietary restriction have instructions on file at the Center detailing restrictions and appropriate interventions. The Center also requires parents to specify what foods may or may not be served to their child.

Families who wish to opt out of the daily snacks or milk due to severe allergies or dietary restrictions should speak to the Center Director.

POTTY TRAINING

Our Center encourages children to learn potty training skills when the appropriate time arises. We will assist in training when the child indicates readiness, or when the parent requests the teacher's assistance. An adequate supply of potty-training items must be supplied by the parent.

WEATHER

In our area we occasionally experience turbulent weather such as hurricanes and tornadoes. We have established the WEATHER CLOSURE STATEMENT.

1. If the public school system is closed due to a weather event the Center will be closed.
2. The Center will close within (1) hour after all public and private schools have closed.
3. Tune in to your local radio or TV station for all weather broadcast and school closures.
4. We request that you come immediately to pick up your child after notification is given.
5. Please remember, our Staff Members safety is also important.
6. Failure to pick up your child may result in dis-enrollment.

POWER FAILURE

In the event of a power failure, the Center will contract Alabama Power to determine if it will be necessary for the Center to close. Should it be necessary to close, you should be contacted by phone.

EVACUATION

In the event of an evacuation due to fire, chemical spill or other event, we will move the children to our designated area safe from the building. After securing the children at this location, we will contact you to pick up your child.

FIELD TRIPS

Field trips for various activities may be conducted for school-age children and occasionally for pre-school children. Parents are notified of such scheduled field trips.

DISCIPLINE

Developing a positive self-image and encouraging children to be self-directed and to exhibit self-control is our goal. Practices that will bully, humiliate, or shame a child will not be tolerated. Guidance through redirecting of other activities when conflict situations occur will be the Center's discipline procedure. Quiet Cozy is only used when necessary.

The Center reserves the right to terminate your child's care when deemed necessary. We will make every effort to resolve any problems which may indicate the need for your child's enrollment to be terminated. Reasons for such action will be discussed extensively with the parents.

Termination shall be at the discretion of the Director or the members of the Board of Directors of the Center.

PARENT CONFERENCES

Parents are welcome at any time to observe the program or activities at the Center. Should you desire a conference to discuss your child's program, or any concerns or problems, please plan with the Director.

SIGNATURE FOR CHILD'S ENROLLMENT FORM

You are required to sign your child's pre-admission record and all enrollment forms.

This assures the Center that you have agreed to the statement made and gives the Center the authority to seek emergency care for your child.

EMERGENCY MEDICAL CARE

Should an emergency occur, your child will be taken to the USA Children's and Women's Hospital emergency room.

You will be notified immediately and expect to meet us there.

Parents may obtain a copy of the Minimum Standards of the day and night childcare centers by visiting the Alabama Department of Human Resources website,

http://dhr.alabama.gov/services/Child_Care_Services/FAQs.aspx

MISSION STATEMENT

Kiddie World Child Care Center would like to welcome you and your child to our Center. Thank you for your interest in us. Our goal at the Center is to provide your child with the utmost care which is beneficial to a child's total development.

Kiddie World Child Care aims to always offer safe and secure childcare. Close personal attention to each child is essential to providing quality experience for all children; therefore, adequate personnel will be hired to ensure each child has the proper supervision while in our care.

Coupled with our appropriate structured age, educational programs, we provide a balance of academics and the ability to work with others. At the Center, we want our children to reach their full potential and have a positive self-concept.

ETHICS

We will try and maintain the highest ethical standards when conducting business with the parents, children, and the community. We believe in honesty, integrity, and fairness.

We will conduct ourselves in a manner that will bring credit and honor to the childcare industry. To respect fully and cooperate with the parents in faithfully delivering the kind of service promised to them.

We will remember that childcare is a profession of human service and the families we care for are to benefit from the services they receive.