

Parent Handbook





4600 Snyder Ave, Carson City, NV, 89701

775-297-3437

Parents,

Thank you for choosing **KASSIDY'S PLACE** for your child's preschool and childcare needs. We welcome you to stop by the center and allow your child/children to become acquainted with their new teacher, it will make separating on the first day a little easier. We honor an open-door policy and welcome parents as volunteers and participants in your child's school activities. Parents have the right to observe the program prior to and anytime after enrollment. We find this helps the growth of the child! We are committed to keeping you well informed about upcoming events and child accomplishments and appreciate any feedback that will help with the development of your child. Mutual understanding and respect between home and school is essential for your child's future success.

Our program provides a safe and nurturing learning environment that will promote their emotional, social, physical and cognitive development. The environment of each program is planned ensuring a stimulating yet challenging curriculum.

Below you will find a copy of our parent handbook. There may seem like there is a lot of information but this is to let you know what you can expect from us as your child's caregiver and vice versa. Please take time to look over this handbook. We have reviewed it during your interview, but this copy is for you to reference back shall questions arise. If at any time you wish to speak with a staff member to answer questions, please feel free.

Kassidy's Place reserves the right to make changes to our handbook as we deem necessary. All families will be notified in writing of any changes that may occur. Each parent will be notified no later than 2 weeks prior to the change taking effect giving you enough time to discuss any questions that may arise.

We welcome you and your family to our center and know that you and your child will be happy with your choice of learning and childcare.

Sincerely,

Jen Millim, Shanna Sherman, and Aadra Reed
Caring Owners

I: Our Mission Statement:

Our mission is to provide a learning environment that will maximize the children's possibility for educational success.

II: Center Philosophy:

At **KASSIDY'S PLACE**, we lead from a nurturing view with God being the center.

Watching over and guiding us to love, support, and develop the brains of our littles. We will do this by showing them compassion, life development skills, and how to move to their next journeys while remaining kind-spirited to one another. We have perfected this skill and continue finding ways to improve the facility and our programs for ALL families, children, and staff.

Our program and curriculum is designed to maximize the child's full educational and creative parts. We place a strong emphasis on every child graduating from our program being fully equipped to enter into kindergarten, but we believe that their creative, individual side is just as important in developing a well-rounded individual. We understand that children demonstrate different modes of knowing and learning and different ways of representing what they know, so we adapt to the child rather than forcing the child to adapt to "our" method of learning.

Each staff member has been carefully chosen to be a part of the elite team of childcare professionals that makes up **KASSIDY'S PLACE**. Every day that your child is in our care is an opportunity for each staff member to demonstrate their dedication to the success of your child, family and education.

III: Educational Program:

Below is a brief explanation of the programs that are offered at **Kassidy's Place**. The curriculum and specific information will be discussed in a later section.

Toddlers:

Our toddler program develops children ages 9 months to 3 years. The toddler classrooms are designed to provide a stimulating experience where they learn using all of their senses—touch, sound, taste and sight. Our emphasis in our toddler program is on building self-confidence and further developing their natural curiosity. Throughout the day all toddlers will enjoy mind developing activities that will enhance their creativity, coordination and imagination to name a few. In this program they will be introduced to age-appropriate music, art and science activities geared towards their hand and eye coordination such as growing gardens .

Our staff members offer the patience and tenderness that is so essential to this young age. The classroom environment has been specifically designed to ensure the comfort each toddler needs to feel confident when the parent leaves.

Preschool:

Our preschool program develops children from ages 3 years to 5 years. Our program prepares children socially and academically, as well as, supports and encourages the development of independence, responsibility and confidence—all of which are essential for their success in kindergarten. Our preschool curriculum has been carefully designed through Teacher Pay Teacher TPT to actively engage each child in developmentally age-appropriate activities in literacy, mathematics, science, social studies and art. Each child's learning style is nurtured through challenging activities in all learning styles.

Educational toys, materials and books are readily available in an organized manner teaching the children responsibility that will carry on into their everyday lives.

Placement into older classes:

Each child will be assessed for classroom placement into the preschool program by chronological age, total development and availability of space. Each parent will be notified of the child's advancement—there is a possibility that your child will not advance to the preschool classroom as soon as he/she turns three.

The following is a list of rules and regulations governing our learning and childcare agreement. Please read this handbook thoroughly as it contains important information on our policies and procedures on your child's learning and care.

All necessary forms must be completed and returned to **KASSIDY'S PLACE** before we will assume responsibility for the care of your child. We apologize beforehand, but there are NO EXCEPTIONS to this policy. If you have any questions or are in need of clarification do not hesitate to ask.

Special needs placement:

As of right now we do not have the proper or necessary arrangements such as certifications or teaching abilities to accept children with special needs.

After Hours Program

We are excited to offer an **After Hours Program** for children aged **2 to 11**. This program is designed to provide a safe, engaging, and fun environment for children after regular daycare hours.

Program Details:

- **Hours of Operation:** Friday & Saturday from **6:00 PM to 9:00 PM**
- **Age Group:** Children ages **2 to 11**
- **Cost:** **\$25 per night**
- **Activities:** The program includes a variety of activities such as arts and crafts, games, and structured group activities, designed to engage children and allow parents some additional flexibility in their schedules.

Registration & RSVP:

- **Advance Registration:** To participate, parents must complete the registration process in advance. Please use the link below to register or RSVP for the After Hours Program.
 - <https://calendly.com/kassidysplacecc/after-hours-program>
- **Drop-off Registration:** A **separate registration** will be required at the time of drop-off each evening. Please arrive with your child a few minutes early to complete this process.

Important Notes:

- Children must be picked up promptly at **9:00 PM**. Late pick-up fees may apply.
- Please ensure your child has had dinner before arrival, as snacks will be provided, but dinner is not included.

A: Enrollment, Tuition, & Fees:

We are currently enrolling children between the ages of **9 months** to **5 years** at **Kassidy's Place**. Children may attend the center anytime between the hours of **6:30am to 6pm -Monday through Friday**. Drop off will be at **6:30am to 9:30am and pickup will be by no later than 6pm**. Dropping off later than 9:30 will result in a warning the first time, and will be an **additional \$5 for every 10 minutes after 9:30am**.

Listed below you will find the documents to be completed and returned prior/on your child's scheduled first day:

- Childcare Application
- Emergency Contact Form
- Child Health Statement: **current immunization records due on the 1st day**
- Statement of Understanding
- Financial Agreement

- Consent To Administer Medication
- Consent to Administer First Aid
- Permission to Release Photo/Video
- Topical Application Form
- Consent to Release Form
- A copy of any court orders regarding child custody/visitation issues—**If applicable**

We require a one-time registration fee of **\$25.00** due on/before the initial chosen start date. The registration fee is a non-refundable charge reserving a space for your child in our program. If you withdraw your child and then decide to re-enroll at a later date, it will be conducted as a new applicant and you will be responsible for another registration fee.

Tuition:

Tuition rates are subject to review and change each year. Exact rates will be specified on your childcare agreement.

Weekly rate for attending hours 6:30am to 6pm:
\$250 ages 9 months to 3 years old - per week.
\$230 for ages 4 to 5 years old - per week.

All tuition payments will be collected on a **weekly basis— on Every Friday of every week for the following week**. All payments or co-payments are due no later than **6:00 PM EVERY Friday**. Upon enrollment, all families must pay for their first and last attending week—NO EXCEPTIONS TO THIS POLICY. If the center is closed on a Thursday due to a recognized holiday, payment is due on that Friday. For your convenience, **KASSIDY'S PLACE** accepts **cash, debit or credit; (venmo and zelle can be accepted if communicated first)** as acceptable forms of payment. We do not accept personal checks of any kind. If credit card is the chosen form of payment the parent will also be charged the 3% credit card charge that the credit card provider charges to use the form of payment.

For your security and privacy, all payments are to be given to the Director or Group Supervisor. No other staff members are permitted to accept payments.

At the time of enrollment, we require the first week tuition payment be paid at the same time. **KASSIDY'S PLACE** bills using a **52-week** billing cycle; therefore, tuition will still be paid for any days your child does not attend the program.

We pride ourselves on providing each child and family with world class service, therefore, we have done extensive research to ensure **KASSIDY'S PLACE** is providing our families with the price and service they deserve. We take all necessary means to keep our costs constant throughout the year despite the fluctuating cost of providing quality childcare. Consequently, as much as we would like to, we cannot dismiss tuition charges for any days missed in your regular attendance schedule.

Parents receiving **State Assistance Program** must pay the FULL weekly tuition until your caseworker contacts us with proper payment approvals. Once the **State Assistance Program** payment has been received, you will be reimbursed your paid tuition minus any necessary co-payments. If for any reason the **State Assistance Program** lapses in weekly tuition payments, it is your responsibility to pay the full weekly tuition and any back owed monies **State Assistance Program** resumes their payments.

Explanation of LATE Fees:

KASSIDY'S PLACE will charge a **\$10.00** late fee per day for all tuition payments made past their due date—**after 6PM every Friday**. The fee will be added to your weekly tuition amount until payment is finally made. Failure to make the **FULL** payment owed to the center may result in an automatic disenrollment of your child. If for any reason you are unable to make your weekly tuition payments, please discuss with the **Director** as soon as reasonably possible. We cannot guarantee a payment arrangement schedule will be established, therefore expect to make your full payment to ensure your child may return to the center on **Monday**.

KASSIDY'S PLACE agrees to provide top of the line service to your children for a **maximum of 9 ½ hours per day**, any childcare services provided after the **9 ½ hours** will be billed as late. Each account will be charged a **\$2.00 per minute** fee after their allotted **9 ½ hours**. We understand the struggle for parents and their jobs so we have extended our hours. The days will be very long for us also so please help us get home to our families too, and be on time for pickup.

Parents that accrue late fees must pay the **FULL** amount—the weekly tuition plus any late fees to be considered current. If for any reason the **FULL** payment is not received the child may be restricted from returning until the account is current.

B: Communication:

We believe that open communication between parents, teachers, and staff is one of the number one factors in a child's successful learning environment. If for any reason a child or family feels he/she/they are not receiving the consideration due to them or are treated in such a way that is abusive in nature, immediately bring that to the attention of the **Director** or **Group Supervisor**.

Periodically, teachers may send home their work or information; we ask you to check your child's bag, Procarel App, or bulletin board in class each day/night to ensure you are up to date on current events. **KASSIDY'S PLACE** open-door policy allows parents to address any questions or concerns about our program to the center's **Director** whenever necessary.

Staff schedules are carefully planned to provide each child with the individual attention needed to excel. Any changes that may take place in your child's arrival or departure time will have to be communicated in writing to ensure we can continue to provide the world class service they

deserve. Below is a list of any changes that need to be communicated in writing as soon as possible:

- Add/Removal of an authorized person for pick up
- Change of address/phone number/email
- Insurance coverage
- Parent/Guardian employment
- Health immunization updates
- Any other pertinent information related to your child that you feel needs to be communicated to our staff or Director.

Curriculum:

KASSIDY'S PLACE has designed our curriculum based on the most up-to-date practices. All staff are trained frequently on the best practices of learning for the children and proper classroom management.

Our classrooms will be focusing on 6 categories of learning:

1. Language Development and Expansion
2. Early Literacy
3. Core Subjects: Math, Science, Social Studies, Music and Art
4. Social and Emotional Development
5. Diverse Culture Development
6. Physical Development
7. Christianity Development and Expansion

Instruction and learning will occur in large groups, small groups, cooperative groups (with a buddy) and independently. Our Literacy Curriculum has a reading component, phonics component, sight word component, and an early writing component.

The core subject's curriculum is designed to give your child an early introduction to lessons they will use throughout their lives. Throughout our math program, your child will gain problem solving skills, critical thinking skills and hands on development. Teaching the children about the world around them will give them an enriched lesson in Social Studies. The children are taught the many different parts of their local community and community helpers. We want to grow through planting and the outside world. Our science curriculum comes complete with many hands-on materials and opportunities for an introduction to scientific experiments. The arts and music portion of the curriculum will expose the children to many different creative avenues to learn, grow and express themselves in a conductive manner.

Every day the children will sit together during our **circle time**. This time is done in the **morning** when the children are at their fullest potential. On Mondays specifically we will be focusing on Christian based lessons, activities, and prayer. **KASSIDY'S PLACE** takes advantage of this time to develop the children socially and emotionally. Our staff teaches through example, develops a caring environment, and assists the children on proper behavior and self-discipline.

Physical Development is crucial because a child that is physically fit will sleep better and be better equipped to handle physical and emotional changes in their ever-changing lives. Our program will focus on endurance, strength and flexibility. All children are encouraged and never made to feel less than their peers.

As you can see, we have quite an extensive toddler and preschool learning program! We look forward to exploring and developing these areas with your child. With your cooperation and support, I am certain we can provide your child with a successful and exciting learning experience.

Daily Activity Schedule:

6:30-9:30am: Drop off - Engagement Activities

9:00am: A.M Snack Time

9:15am: Clean up & Potty/Diaper check

9:30am: Circle Time & Daily Prayer - Jesus Lesson

10:00am: Gross Motor Skills Activity

10:30am: Fine Motor Skills Activity

11:00am: Lunch

11:30pm: Clean up & Potty/Diaper check

11:45pm: Read Books & Rest/Nap Time

1:30pm: Clean up & Potty/Diaper check

2:00pm: Math and/or Sensory Discovery

2:30pm: Potty/Diaper check

3:00pm: P.M Snack

3:30pm: Group 1 Outside - Group 2 Art

4:00pm: Group 2 Outside - Group 1 Art

4:30pm: Self Care Lesson and/or Sign Language

4:30pm --- 6:00pm: Pick Up - Freeplay

Rest Time:

At KASSIDY'S PLACE we believe in working with what the child needs throughout the day. We will do our best to accommodate or help your child onto a different napping schedule as needed. We believe that structure helps develop children into being successful with their emotions, physical, and learning abilities. If we see a child who may need some time to rest or take a break we will definitely ask the child how they are feeling. This is when a rest period may be needed. After lunch we will lay the children down for either quiet time on their mats or a nap if the child is in need. KASSIDY'S PLACE will provide bed mats to sleep on every day. A child is allowed to bring his/her blankie or stuffed animal to comfort them during this time. After nap time the blankie or stuffed animal will be put in their cubby to ensure their belonging is kept safe.

Sanitation: Everyday the mats will be wiped down and sanitized after nap time to ensure they are clean and ready for the next day.

Assessments:

All children are assessed both formally and informally to ensure that the children are grasping the concepts taught in their classroom. **Staff and Director** will observe, record and document the development of the children. The assessments are ongoing and gathered from natural play and learning environments ensuring the assessment reflects the child in their most natural environment and performance.

KASSIDY'S PLACE will use many tools to assess each child—observations, educational checklists, and individually administered discussions. The assessments are used to benefit the children and the facility. The center uses the assessments to ensure our curriculum is enriching the learning of the children, our staff is accommodating all of the different learning styles, and ensure that what is being taught is properly preparing the children for the next step in their education.

When and if the assessment shall identify a learning concern, appropriate follow up and referral is conducted. **KASSIDY'S PLACE** does not take responsibility for any misdiagnosed learning condition as it was done out of good faith and true concern for the child.

Our formal assessments will be conducted **twice a year—January and June**. All assessments, informal and formal, will be kept in the child's file and follow them throughout their time with **KASSIDY'S PLACE**. We will have the opportunity to track the child's progress in cognitive, language, physical, social and emotional development that are consistent with our program curriculum and philosophy.

We involve all parents in the assessment process with regular communication and mutual partnerships with parents. Once staff has conducted the formal assessment, a conference will be set with the **Director**.

Religious Observations: We will be a Christian based facility meaning we will be teaching prayer and development in how Jesus helps guide to live a life of love and respect to one another.

Facility Staff Training:

KASSIDY'S PLACE has ongoing training every year to stay on top of all the new safety and licensing requirements. All staff must be fingerprinted by your local law enforcement agency within 24 hours of hire. This includes the facility notifying Child Care Licensing. All staff must have a negative TB Test completed before they may begin work. Staff may not be left unattended with children until the facility has received a Clearance Memo through the child care licensing of Nevada.

Within the first 2 weeks, the new hire must be provided with an oral and written orientation to the facility, with policy and procedures and Child Care licensing requirements. This must be documented with signatures.

Within the first 90 days, new hires must complete in person training in CPR/ First Aid that addresses the ages of all the children in the facility and Signs of Illness/ Bloodborne Pathogens. Additional training that is included is hours in Child Development, Guidance or Discipline, Recognizing and Reporting Child Abuse and Sudden Infant Death Syndrome training. All classes are retaken every year to stay up to date on anything changing within the Child Care Licensing.

No Smoking, Drug or Alcohol Policy:

At **KASSIDY'S PLACE** Child Care Center is a no smoking, drug and alcohol free facility. **KASSIDY'S PLACE** has a ZERO tolerance for any of the above listed. This also includes the premises around the childcare facility. The No Smoking, Drug or Alcohol Policy is not only in place for the staff of **KASSIDY'S PLACE** but also the parents of the children. If found on the premises the staff or parent will be asked to leave. If this includes staff termination may be the result.

Meals:

Meal schedule:

Below are approximate meal times. All staff will do their best to adhere to the below schedule, please ensure your child has the appropriate amount of breakfast to sustain them until lunchtime.

- Breakfast- 7:00am to 7:30am
- Morning snack - 9:00am

- Lunch- 11:30am
- Snack- 3-4:00pm

Parents will be responsible to provide Breakfast, a morning snack, Lunch, and an afternoon snack. It is the parent's responsibility to notify the **Director or Group Supervisor** that their child will need morning breakfast. If notification is not provided, the child will not be served breakfast and will have to wait until the next scheduled meal time.

Lunch will be served daily at approximately **11:00 AM**. If your child is accustomed to eating prior to lunch, feed your child a good size breakfast or pack them a morning snack that will be served at approximately **9 AM**. Packing them a breakfast to be eaten at the facility is permitted, however, the child must be served before **7:30 AM**.

KASSIDY'S PLACE demonstrates and promotes a healthy way of living. Through lesson plans and activities, the children will understand the meaning and outcome of good health. Our weekly menu is designed to be a continuation of our classroom teachings by providing a balance of the 4 food groups. All meals are served family style with the children sitting at tables, to promote good manners, eating habits and socialization skills. We do not permit the child to bring any candy or chewing gum into the facility. If for any reason the child is found with these items, they will be removed and disposed of.

Lunches are brought from home and must be self-serving or easy to serve. A refrigerator and microwave are available if needed. If your child refuses to eat at any time we will encourage them to finish, however we will not in any way force them to do so—the parent will be notified if the child makes it a habit.

Celebrations:

Parents are welcome to supply cookies, cupcakes, or treats to share with their child's classmates on birthdays or special occasions. **KASSIDY'S PLACE** requires there be enough treats for the entire class, please see your child's teacher for exact counts of children. For the protection of all attending children, parents are responsible to communicate with the **Director or Group Supervisor** any food item they anticipate supplying for a celebration. Severe peanut allergies may exist within your child's classroom; therefore, we ask you not bring in any treats containing peanuts or peanut products. **NO PEANUT OR NUT POLICY!** Upon request, we will provide a student list for invitations. For your security, every list will contain the child's first name only—if two people have the same first name, their last initial will be added.

KASSIDY'S PLACE does not take responsibility for the consumption of any outside treats brought in by other families during class celebrations. All of the children at **KASSIDY'S PLACE** will participate in all celebrations.

Mandated Reporting of Suspected Child Abuse or Neglect:

All staff of **KASSIDY'S PLACE** are mandated by law to report any **SUSPICION** of abuse or neglect to the appropriate authorities. Staff is not required to discuss any suspicion with parents prior to filing their report nor will they be doing any investigation or prying for information regarding their suspicion prior to reporting to authorities.

Under the law, all mandated employees can be held criminally responsible if they fail to report suspected abuse or neglect. With the best interest and welfare of the children, **KASSIDY'S PLACE** takes this responsibility very seriously and will report any suspicions to the proper authorities. As mandated employees, **KASSIDY'S PLACE** staff cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made "in good faith"

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising or marks on the child's body
- Severe verbal reprimands
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Children who exhibit behavior consistent with an abusive situation

Absence:

Please call our center if your child will be absent. If your child is absent due to illness, we request that you notify the Director or Group Supervisor of the nature of the illness. If your child has a communicable disease the parent is responsible to immediately advise the **Director** or **Group Supervisor** of the diagnosis. All parents of the center must be notified that a communicable disease may be present. Only communicable disease information will be shared with parents. **KASSIDY'S PLACE** will take all necessary measures to protect the confidentiality of your family. The child's continued enrollment will not be based whatsoever on their medical diagnosis.

Transportation Policy:

As of right now **KASSIDY'S PLACE** will not be providing any source of transportation to or from the child care facility. Transportation will be the parents responsibility to pick up and drop off their children.

Drop-off and Pick-up Policies:

Parents **must** accompany their child into the center upon drop off on a daily basis. **KASSIDY'S PLACE** takes advantage of drop off and pick up times to communicate important information

with parents. We are happy to inform you of any milestones or quirky behavior that your child may be performing, but we also use this time to discuss developmental milestones and educational information. We want to honor your privacy; therefore, teachers will assume direct responsibility for your child once you have vacated the building. Your child's classroom teacher will put forth their best effort to be available at your time of pick-up or drop off for short questions or discussions. If for any reason you have a concern or need for a longer discussion, please see the **Director**.

If for any reason **KASSIDY'S PLACE** staff is unable to contact a parent/guardian/emergency contact within **30 minutes** following center closure time (**6 PM**), the local police department will be contacted. If after **45 minutes** following closure time (**6 PM**) the parent/guardian/emergency contact cannot be reached, Child Protective Services will be notified.

Upon drop off and pick up, there will be a sign in/out **sheet** that must be signed stating your child was in attendance. If for any reason your child is not signed in, it may affect the amount of funding from the **State Assistance Program**—You are responsible to sign your child in/out each day. We understand there may be circumstances that may cause a child to arrive after their scheduled time—we ask that you contact the center and let us know approximately what time the child will be arriving. **KASSIDY'S PLACE** staff will do our best to accommodate the late arrival, we ask that it not become a habitual occurrence.

Please remember the drop-off and pick-up times are very busy periods in terms of transitions and adjustments. These periods are not the best time to discuss your child's progress, education or growth. The best way to address any questions or concerns is to speak with the Director or Group Supervisor—they are always available. If for any reason the parent arrives after the teacher has begun their daily learning activities, please do not interrupt the classroom or teacher as their main focus is educating and developing the children. Direct any concerns to the **Director**.

The safety of your child is one of our number 1 priorities and we take every effort to ensure every child is released to the proper parent/guardian. During enrollment, you determine who will be authorized to pick up your child at the end of the day, therefore, **only the individuals listed on the Authorized Pick-up Form will be allowed to pick up your child. To ensure proper identification, we require a picture I.D from any person that is not the parent/guardian. KASSIDY'S PLACE reserves the right to deny the release of a child to anyone refusing to provide proper I.D. or who is not on the consent form. The parent/guardian will be immediately contacted and a verbal release will have to be authorized.**

IN NO WAY DOES KASSIDY'S PLACE TAKE LEGAL LIABILITY IF WE ARE NOT PROPERLY ADVISED OF IMMEDIATE CHANGES FOR CONSENT TO RELEASE

Field Trips Throughout the Year

The facility will not be taking any off campus field trips. Since our facility is located within a facility that does have things to do such as bowling and ice cream we may send home permission slips to explain what this will consist of.

Custody Orders

Until custody has been established by a court action, one parent may not limit the other from picking up a child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be given to the center **director/owner**.

Persons appearing to be impaired by Drugs /Alcohol at pick up:

The staff at **KASSIDY'S PLACE** will contact local police and/or the other custodial parent should a parent APPEAR to be under the influence of drugs/alcohol. Legally, the parent has all rights to remove the child from the facility, but to ensure the safety and wellbeing of your child, we will delay the impaired parent as long as possible while authorities are being contacted. **KASSIDY'S PLACE** will contact the child's parents, local police and Child Protective Services to notify them of the situation.

Facility Transportation: As of this moment **KASSIDY'S PLACE** will not be offering any transportation to or from the childcare center.

Immunizations, Physicals, Medical Policies:

Please discuss any conflicts of immunizations that you may have with the Director at time of enrollment. It is your responsibility to notify the Director of these conflicts, otherwise your child must be up to date on all immunizations

The safety of all children in mind, any and all immunizations defined by the American Academy of Pediatrics must be administered to any attending child. A licensed physician must also conduct a complete physical on every attending child of **KASSIDY'S PLACE** —both required by law. All children must have the up to date physical and immunizations on file within **30 days** from their first day in attendance. There may be instances where a child may not have gotten a specific vaccine, due to a temporary medical condition. In that instance, you have **30 days** in which to provide an updated immunization record or your child must be excluded from attending the center until written verification is provided. **An updated physical is required yearly for each attending child.**

Sickness:

The sickness policy of **KASSIDY'S PLACE** is designed to best meet the needs of our children, parents and staff. Every staff member is trained in the proper prevention of spreading germs, but in reality, children get sick. It is the responsibility of parents and all staff to recognize the

signs and symptoms of sickness in the children. Children who become sick while in our care or display any signs of an illness, your child's teacher will consult with the director and you may be contacted to pick up your child from the center. When called, you (or an alternate emergency person) are expected to come immediately.

Unfortunately, our staff is not able to exclude a child from outside play. If your child is too sick to play outside, then your child is too sick to attend the center.

KASSIDY'S PLACE recognizes the following symptoms when determining if your child will need to be picked up:

- Fever of **100.5°** or higher
- Vomiting or Diarrhea (more than two loose, watery stools) Consideration will be taken if your child has an allergic reaction to a food/drink product or a side effect of medication
- Any highly contagious condition such as chicken pox, conjunctivitis (pink eye), head lice, etc.
- Visibly severe cold (drainage from the nose, constant sneezing, severe cough or respiratory distress)
- Skin rashes (requires a Physician diagnosis to remain inside of the center)
- Mouth sores with drooling (unless Physician states child is not contagious)

Your child may return to the center after:

- Written verification from a Physician stating that the child is no longer contagious and indicating the date the child may return to the center
- Fever-free for **24 hrs.** (without the help of medication)
- In the case of chicken-pox, once all lesions are scabbed over
- In the case of head lice—Refer to head lice policy and procedures
- In the case of a contagious bacteria, written verification from a Physician stating that the child is no longer contagious and the plan of action taken to cure the child.

Dispensing Medication:

KASSIDY'S PLACE will only dispense over-the-counter and/or prescription medication that is in its original, labeled container—specific dosage instructions must be displayed on a bottle or accompanied by a Physician's note. If a child for example must be given antibiotics for the next 10 days, Physicians must ensure that the dates are labeled on the prescription. Staff members will only administer medication to the child for whom the medication is prescribed.

Parents are required to notify the Director or Group Supervisor, at time of drop off, any and all important information regarding medication.

For the safety of each child, prescription and non-prescription medication (Tylenol, nose drops, etc.) will only be administered once a parent/guardian has signed and dated the *Consent to Administer Medication Form*.

Parents are required to supply the needed medication with their child's name clearly labeled and a note stating:

Dosage Amount
Time of ALL doses while child is in our care
Reason for the medication

Child Injury:

All staff members are committed to taking every precaution to ensure the safety of your child while within our care. If an injury should occur, there is always a certified first aid staff member within the facility. We will administer first aid for minor incidents—cuts, scrapes, brush burns, ETC. In the event that a major medical emergency or accident happens, we will immediately call 911 and the parent will be notified immediately following. If for any reason the parents are not available, the emergency numbers on the child's emergency card will be notified. If the contacts cannot be reached, the child will be transported to the nearest hospital via ambulatory services.

KASSIDY'S PLACE staff will fill out an *incident report* which will describe the incident in specific detail as well as any steps we have. You will be provided a copy for your records. **Kassidy's Place** will notify licensing as required.

Major Injury List: Severe neck or head injury, Choking, Severe bleeding, Shock, Harmful chemicals (eyes, skin, ingested), concussion.

Diapers & Potty Training:

Parents are required to supply all diapers and wipes for children who are not yet potty trained. All supplies must have the name of the child clearly labeled to ensure all staff use the correct supplies for each child. Diapers will be checked every 30 minutes, and will be assisted if needed before the next diaper changing is scheduled.

When you feel your child is ready for potty training, we ask that you begin teaching at home during the weekend. We will follow through with your training and encourage your child while in our care. We require the child to be at least 2 years of age and show signs of being ready for potty training. The child **MUST** be kept in pull ups at all times until they are able to go an entire day without accidents and able to fully communicate their urge to use the bathroom. Parents are responsible to provide the facility with their child's pull ups. We recommend that when in

training, your child be dressed in "user-friendly" clothing. Overall, zippers, and snaps are difficult for small children to manage, especially in a hurry.

It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful.

Personal Belongings, Linens and Clothing:

Linens:

Each child may have a blanket and small pillow; however, pillows are not encouraged due to the extra storage space required to hold bulky items. Your child's name must be written on their blanket and pillow to ensure it does not get lost or used by another child. The sanitation of personal belongings is critical to minimizing the spread of infection, therefore, you are required to take home and wash your child's blanket and pillow case at the end of every week. If you would like to take them home more often—please communicate your request to the **Director or Group Supervisor** to make the proper arrangements. Your child's teacher will ensure personal linens are taken home at the end of the week. If the child's name becomes faded due to washing, please communicate with the teacher and we will be happy to rewrite their name. This is very important to ensure your child gets his/her correct linens. If your child is sick, you must take their blanket and pillow case home that day and wash it to minimize the spread of germs. If they are absent due to illness, please bring another pillowcase and blanket when they return to the center—the old stuff will be handed to the parent for cleaning/sanitizing.

Slipper Policy:

Parents and guardians are asked to provide non-slip, clean, and appropriate slippers for their children. These should be put on upon entering the building. Slippers are required to be worn indoors at all times, except during designated outdoor activities. At the end of each week, slippers should be taken home along with other belongings for proper washing and cleaning. Thank you for your cooperation in keeping our environment safe and clean!

Clothing and Personal Belongings:

Sometimes children need to bring a special toy or security blanket to use as a "bridge" between home and school. Past experience has shown that toys from home create unnecessary distractions at school. **KASSIDY'S PLACE** has integrated a show-n-tell into our curriculum to allow the children to share with the class a piece of home. Only on show-n-tell days are children allowed to bring in personal "toys". Any item brought in for "show-n-tell" must be small enough to fit in your child's bag. Before and after the show-n-tell segment, the children are required to place their personal items inside of their personal bag. If the item cannot fit, **KASSIDY'S PLACE** does not take responsibility for lost/stolen/broken belongings.

Your child's personal bag and coat must be labeled with their name and be hung on their individual coat hooks each day. Each child must have extra season permitting clothes in a plastic bag labeled with their name. The center will use the emergency clothes in case of a potty accident, or severe stain. We will keep all extra clothing at the center in their individual cubby. As clothes are sent home, please ensure a clean set of clothes are brought back the next morning.

We do not recommend a child wear jewelry of any kind when in attendance at the facility. **KASSIDY'S PLACE** will not be responsible for any lost, stolen or damaged valuables. All staff will immediately ask the parent to remove any jewelry that is:

- Long or dangly
- Sharp
- Easily broken into smaller pieces
- Poses as a distraction for the child or other attending children

Licensing requires that children be taken outdoors each day weather permitting. Children should be dressed accordingly: light jacket, cap, rain boots (for damp days) in fall and spring; heavy winter jacket, mittens, scarf, hat, and snow boots in winter. If for any medical reason—other than sickness—you feel that your child should refrain from going outdoors, **KASSIDY'S PLACE** will do our best to accommodate your request, staff permitting. There may be times when we are unable to accommodate your request and the child will be required to participate in all activities.

An extra sweater or sweatshirt at school is recommended for sudden changes in temperature.

I: Photographs and Video. Recordings:

Photographs and video recordings of attending children will be taken from time to time and will appear on our Facebook fan page, website, or any other facility related advertising. At time of enrollment, you can provide/deny permission for photographs and videos of your child, to be used without compensation, as part of your agreement. No picture of any child will be sold by **KASSIDY'S PLACE** for profit or solicitation.

With ease of accessing and viewing your child's activities, play time and learning environment parents are able to stay connected with their children. **KASSIDY'S PLACE** understands that relatives would enjoy viewing the children, therefore, through our Facebook fan page you can share the special memories by "liking" & "following" us on Facebook at "**KASSIDY'S PLACE**".

Staff will do their best to keep pictures current and plentiful. We ask for your patience if you do not see many pictures of your child, every child will get a chance to "jump" in front of the camera.

J: Discipline Policy:

KASSIDY'S PLACE believes in using the term "guidance" and "redirection" more often than "discipline". Guiding is a more positive term that we use when working with the children to help develop a better internal control of their behavior. We successfully demonstrate this through the Approach, Acknowledge and Redirect method—described below.

- **Approach:** Calmly getting to the child's eye level causing an immediate distraction from their current unwanted behavior
- **Acknowledge:** Acknowledge the child's current emotions and assure them that you understand why they feel that way. Feelings are not bad; it is the reaction to the feelings that have to be deterred.
- **Redirection:** Providing the child with an alternative item or activity

In rare situations, a child may display a more "challenging behavior" while in our care. KASSIDY'S PLACE will do everything possible to ensure no child feels threatened or unprotected, therefore, challenging behavior is taken more seriously. Challenging behavior is recognized but are not limited to:

- **Biting, Spitting**
- **Hitting, Punching, Kicking**
- **Head-butting**
- **Scratching**
- **Excessive Screaming, Cursing, any inappropriate talk**
- **Throwing Objects**
- **Inappropriate Touch**

When a child's behavior is continually upsetting, dangerous to others, or disruptive to the point that a teacher finds themselves having to continually stop the flow of the class, we will address the behavior with the child and a determination will be made on if the child needs to be removed from the classroom to regain their composure.

- **Time-Out (Recharge Station):** The child is separated from the class for an age-appropriate amount of time, and placed in their class's recharge station chair. This technique is used when a child does not respond to prior redirection attempts, exhibits temper tantrum type behavior, or is hurting themselves, others, or property. Once the child is able to regain their emotions a staff member will explain the behavior that was unacceptable. They are then encouraged to join their class and normal activities.
- **Conference (Meeting):** When a child's behavior is continuously disruptive or dangerous to others, a conference will be called between the Director and the parents. If no

progress can be made toward helping the child's behavior unfortunately KASSIDY'S PLACE will terminate the childcare agreement.

Center Closings:

Below is a list of holidays that KASSIDY'S PLACE will be closed:

- New Year's Day (January 1st)
- Memorial Day (Last Monday in May, and the Friday before)
- Independence Day (July 4th)
- Labor Day (1st Monday in September)
- Nevada Day (October 31st)
- Veterans Day (November 11th)
- Thanksgiving Day (4th Thursday in November, and the Friday after)
- Christmas Eve (Closed at 3 December 24th)
- Christmas Day (December 25th)

If the holiday lands on a Thursday the immediate Friday the center will also be closed through the weekend.

We believe in being open and available to all of our attending families. We are here to accommodate the hectic work schedules of parents by being a learning and childcare center you can rely on--we will TRY to be open when others are closed, especially due to weather. We will TRY to be open when the public schools are closed or released on early dismissal due to severe weather. KASSIDY'S PLACE will close if there is a Nevada State of Emergency or a situation out of our control (e.g., ice storm, electrical outage, no water service). In the case of early closure, all parents will be notified at least 1 hour prior to dismissal. We ask that all necessary arrangements be made to pick up your child by the new dismissal time

In the event that a dangerous situation was to take place, the children will follow our emergency plan for evacuation and safety. The Director or Group Supervisor will make all necessary accommodations to remain in contact with each parent/guardian to ensure open communication is established on the wellbeing of the attending children.

We will make all necessary arrangements to remain open; however, closure may be inevitable. In the event that we do close, tuition will not be reimbursed—full tuition will still be required. KASSIDY'S PLACE will reimburse all attending families if for any reason we are closed for 10 consecutive days.

Emergency Plan Information

Emergency Procedures

The facility will get the children out safely by following strict emergency procedures that are practiced on a monthly schedule. Shanna Sherman and Aadra Reed are the staff members in charge that will ensure an accurate count of children. They will do this by using the Daily Book that will consist of all the important paperwork for the day including the attendance of each child, and the contacts for each. Aadra Reed the director will call the parents with which meeting spot and time the parents can pick up their children with an appropriate form of I.D.

Roles and Responsibilities

Owner/ Director: Aadra Reed will grab the Daily book and emergency kit. She will do the final head count of the children before leaving the building. Aadra will lead all groups to the meeting spot chosen. She will then start performing a name and head count. When everyone is safe she will contact the parents to let them know there was a mandatory evacuation and where to meet.

Owner/ Director: Shanna Sherman will gather the children with the friendship ropes. Do head counts of every group inside the building. When at the meeting spot she will do another final head count in addition to Aadra's. When everyone is known to be safe she will then contact the emergency services.

All Teachers: Teachers will gather his/ or her individual group of children that they have designated for the week. They will line them up accordingly on the friendship ropes, or wagons if not able to walk, and do a head count to report to Shanna. This will verify that the number of children they were designated that morning and what Shanna counted is accurate.

Emergency Responses:

Evacuation Sites: The first evacuation site that the parents will meet outside Aloha Liquor which will be known as the near evacuation site. The second evacuation site will be at Fire Station 53 which will be known as the far evacuation site. The Evacuation sites will be utilized incase of a Fire, Bomb threat, and or chemical spill etc. Any event deemed suitable for evacuation.

- Gather children
- Grab the classroom sign in sheet located in the daily book
- Exit the building

- Go to the meeting place, which will be Aloha Liquor or Fire Station 53
- Make sure head count is accurate by counting the children in line and conducting roll call
- Contact emergency Services
- Report to parents about the evacuation
- Aadra Reed is responsible for the above responsibilities.

Directions to each evacuation site with mapquest step by step directions and Maps.

1. Aloha Liquor is the building Northwest of the property. This property is left of the Daycare. Exiting the Front door and going straight to the white picket fence. Then follow the fence all the way in a 95 degree angle to the liquor store near the meeting place. Teacher will grab the sign in sheet of the children and the walking ropes for 40 children.

2. Aloha Liquor Store

All the children will proceed northeast of the daycare building to evacuate toward the outside of Aloha Liquor Store.

- ☐ Head south. Go for 95 ft.
- ☐ Then 0.02 miles
- ☐ Turn right. Go for 92 ft
- ☐ Then 0.02 miles
- ☐ Take the street on the right. Go for 82 ft.
- ☐ Then 0.02 miles
- ☐ Turn left. Go for 210 ft.
- ☐ Then 0.04 miles
- ☐ Turn right. Go for 95 ft.
- ☐ Then 0.02 miles
- ☐ Aloha Discount Wine & Liquors
- ☐ 4555 Frontage Rd, Carson City, NV 89701-6627

1. Fire Station 53 is the building Northwest of the property. This property is right of the Daycare. Exiting the Front door and going left. Then follow the fence all the way in a 95 degree angle to the walking dirt trail right in front of the dirt sandbox. Walk straight and stop at the road (Snyder Ave).. Look for cars. Cross road. Children will be outside of the Fire Station at the meeting place. Teacher will grab the sign in sheet of the children and the walking ropes for 40 children.
2. The Children will proceed Northeast of the property to the outside of the Fire Department 53 the meeting spot.
3. Head southeast on Snyder Ave. Go for 367 ft.
4. Then 0.07 miles

5. Turn left. Go for 180 ft.
6. Then 0.03 miles
7. Turn left. Go for 43 ft.
8. Then 0.01 miles
9. Fire Station 53 at 4649 Snyder Ave, Carson City, NV 89701-8502

Who will make sure the facility is clear of children and proceed out to the meeting location?

- All children will be directed to the meeting spot safely and calm by : Shanna Sherman
- All children will have a head count roll call by: Aadra Reed
- Aadra will proceed with calling the parents from Aloha Liquor or Fire Station 53 Informing them of the relocation for pick up.
- All parents' phone numbers are stored in the Daily Book for access.

Shelter in Place: The Children will be gathered into the back office rooms and restrooms for protection. For all emergencies we will always use the friendship ropes to get there safely and together. We will use shelter in place for situations such as earthquakes, and severe weather etc.

- **We will gather children in the office and bathrooms away from the windows, doors, and glass**
- **The staff will keep the children calm**
- **Aadra will contact 911 and is responsible for the responsibilities above**

Lockdown: Aadra Reed will be contacting the Emergency Officials. When the situation is deemed safe to come out from hiding Aadra will contact the parents' children for pickup and explain the situation if not yet notified by emergency officials. If the building is not safe for reopening the parents will be notified daily on when the reopening will occur.

- **We will gather the children in the back offices and bathrooms away from harm**
- **The staff will turn off all the lights and block the entry**
- **The staff will cover all windows if possible**
- **The staff will keep the children calm**
- **Aadra will contact 911, contact the parents when the authorities give the safety approval**
- **Aadra is responsible for the above responsibilities along with her staff**

Reunification Plan: How will the children and families be reunited post emergency?

When deemed safe by the emergency authorities, Aadra will then notify the parents of the place and time they can get their children.

Continuity of Care/ reopening of facility:

Aadra Reed will be contacting the Emergency Officials. Once the facility will be deemed safe and secure by the proper authorities and officials parents will be notified of reopening date and time that services will recommence. If the facility is not deemed safe, the facility will notify parents to alternate care until a time in which the facility is deemed safe and secure by the proper authorities. Parents will be directed to findchildcare.nv.gov.

Evacuation Drills: In our facility emergency plan drills will take place at the beginning of every month so the children are prepared in case a real event takes place. Drills will also take place every time we get a new child accepted into the facility. We will focus on what to do during a fire, earthquake, chemical spill and/ or if we have to stay in a bunker down inside the facility. Practicing these drills will help the process run smoothly and to help aid them back to safety as quickly as possible.

Head Lice Policy:

Children and their parents face many new challenges when attending a group setting—head lice for example can be frustrating. To ensure that we avoid the spread of head lice faster than it spreads on its own, **KASSIDY'S PLACE** will conduct head checks on all attending children. We will use the traditional method of detection—combing the hair with the specified comb. All staff members are fully trained on the identification and screening procedures most widely used by professionals.

When a head lice screening is to be conducted, we will notify all parents with a center notification. We recommend that in between our screenings, you conduct regular head lice screenings at home, early detection is the quickest and best way of getting rid of lice and their nits. It is easier to notice the lice or their nits when the hair is wet so after bathing or shower will be a good time to perform your lice check. It is important for **KASSIDY'S PLACE** to inform parents of the risks of over-the-counter head lice treatments—pesticides. Some of those at risks include:

- Women who are pregnant or nursing
- Anyone on medication or who has a pre-existing medical condition such as allergies, asthma, epilepsy, cancer
- Children under the age of 2
- **Children that have been repeatedly exposed to the chemical treatment**

Head lice treatment can be harmful to not only the person with whom it is being applied, but also to the person with whom it is applying the medication. This is why the NPA recommends a non-chemical approach with manual removal whenever possible. It is not recommended to treat anyone else in the home with the medication if it hasn't been determined that they have the head lice. In short, there is no safe over the counter head lice treatment.

If we find Lice, Nits/Eggs:

Parents will be immediately notified upon the discovery of head lice or nits/eggs. Once notified, the parent/guardian must immediately pick up the child from the facility. All staff members will prepare the child for pick up with a minimum of fuss in an attempt to protect your privacy. All of the child's "linen" belongings must be taken home to be washed. When the child returns lice free—you may bring back their linen belongings.

Return of the child:

KASSIDY'S PLACE has a "no nit" policy—A child may not be in attendance within the facility with any symptoms of the infestation—including nits. This will assist the center in keeping the number of infected cases to a minimum. Lice can be very time consuming and an expensive experience for a family to go through so we want To try to prevent it at all costs.

Once the parent has determined that the child is free of the head lice, they may return to the center. KASSIDY'S PLACE Director or Group Supervisor will conduct a head check to ensure the child is free of any nits. We will use the comb method to check each returning child.

No credit will be given for any time missed due to a head lice infestation. The parent will be responsible to pay the FULL week tuition, no matter the number of days not in attendance. Unfortunately, there are no exceptions to this policy.

Termination of Agreement:

The Director and/or Owners of KASSIDY'S PLACE reserves the right to terminate the enrollment of a child at his/her discretion. Included but not limited to are possible reasons for terminations:

- Non-payment/Excessive late payments of tuition or accumulated fees
- Expired immunizations or physical
- Parent or child conducting physical or verbal abuse to a staff or child
- Not respecting the rules at the center
- Child has special needs that we are unable to adequately meet with our current staffing

KASSIDY'S PLACE requires a two-week written notice from the parent/guardian to properly withdraw the child from our center. If there is an outstanding balance, it must be paid in FULL including any late fees that may have accrued. All accounts past due at the time of de-enrollment that is not paid in full, will be sent to a collection agency

Parent Involvement/ Grievance :

KASSIDY'S PLACE is focused on the child, while providing a supportive environment for both parents and teachers. Your involvement is both welcomed and encouraged. We keep you informed of classroom and Center activities through our news bulletin board and Procure app—keep a look out for important information. Please know that you are welcome to visit the center at any time.

Formal parent conferences are held within the facility once per year. This allows the parent and Director to share important information regarding the child and the program offered by **KASSIDY'S PLACE**. Informal conferences may be held at any time throughout the time the child is attending the facility, initiated by either the parent or Director/Group Supervisor.

Please remember if there is any type of situation that cannot be handled within KASSIDY'S PLACE child care center all parents can contact the Child Care Licensing Department for further action.

We know this is a lot of information to be covered in such a short period of time, so please feel free to ask any questions while we get to know you and your child/ children! We cannot wait for our future together and see these smiling faces grow!

Thank you tremendously for choosing us!

Your Team at **KASSIDY'S PLACE** !!!

Acknowledgement of Parent Handbook

I have received the parent handbook and will abide by all procedures as written:

Parent/ Guardian Print

Parent/ Guardian Signature

Child's Name

Date

Director/ Owner Signature

Date

1

