

KIDS KAMPUS LEARNING CENTER INC

CHILD CARE AND ENRICHMENT PROGRAMS

FAMILY SERVICES GUIDE

5th EDITION

Published By: Kids Kampus Learning Center Inc
117 East Genie Street
Chalmette, LA 70043
www.KidsKampus.net
(504) 271-9294

Copyright ©2024 Kids Kampus Learning Center All rights reserved.

TABLE OF CONTENTS

	Policy No.
<u>Mission Statement</u>	1
<u>Welcome</u>	2
<u>Program Philosophy</u>	3
<u>Licensing Information</u>	4
Governmental Licensing Information	4.1
Quality Rating System Participation	4.2
Industry Affiliations	4.3
<u>Enrollment</u>	5
<u>Tuition</u>	6
Payment Schedule	6.1
Tuition Express	6.2
Late Payments	6.3
Subsidized Care	6.4
Discounts	6.5
<u>Confidentiality</u>	7
<u>Mandated Reporting of Suspected Child Abuse and Neglect</u>	8
<u>Parent Code of Conduct</u>	9
Swearing/Cursing	9.1
Threatening of Staff, Parents, or Children	9.2
Physical/Verbal Punishment of Your Children or other children	9.3
Smoking	9.4
Not abiding by Safety Policy	9.5
Confrontational Interactions with Employees, other parents And Associates of Kids Kampus Learning Center	9.6
Violating the Confidentiality Policy	9.7
<u>Parents Right to Immediate Access</u>	10
<u>Dismissal</u>	11
<u>Withdraw</u>	12
<u>Court Orders Effecting Enrolled Children</u>	13

<u>Arrival Procedures</u>	14
Morning Notes	14.1
Notification of Absence	14.2
Agency’s Right To Refuse Admission	14.3
<u>Pick Up Procedures</u>	15
Late Pick Up	15.1
Persons appearing to be impaired by Drugs and/or Alcohol	15.2
Emergency/Alternate Pick-up Forms	15.3
<u>Transportation</u>	16
<u>School Calendar</u>	17
<u>Emergency and Inclement Weather Closing Information</u>	18
<u>Curriculum Information</u>	
Daily Schedule of Activities	19.1
Class Assignments	19.2
Staff to Child Ratios	19.3
Nap/Rest Time	19.4
Educational/Personal Care Supplies Needed	19.5
Communication/Daily Reports	19.6
Birthday and Holiday Celebrations	19.7
Checkpoints	19.8
Graduation	19.9
<u>Discipline</u>	20
<u>Toys From Home</u>	21
<u>Dress Code</u>	22
Children	22.1
Parents	22.2
<u>Field Trips, Water Activities, and Non-Vehicular Excursions</u>	23
<u>Parent Participation/Volunteering</u>	24
<u>Health and Safety</u>	25
Pre-Enrollment Requirements	25.1
Children with Severe Allergies	25.2
Anaphylaxis and Stock Epinephrine	25.3
Communicable Disease	25.4
Biting	25.5
Dispensing of Medication	25.6
Fire/Emergency Drills	25.7

Alternate Safe Location	25.8
Incident/Accident Reports	25.9
Foods Policy	25.10
Peanut-Free Policy	25.11
Firearms and Weapons Policy	25.12
<u>Electronic Devices, Movies/Games</u>	26
<u>Staff Employment by Client's</u>	27
<u>Provisional Employee</u>	28
<u>Agency Contact Information</u>	29

KIDS KAMPUS LEARNING CENTER

POLICY NO: 1 – MISSION STATEMENT

Kids Kampus Learning Center is a program designed to provide a range of high-quality services, in partnership with the families we serve, that explore the art of childhood and development.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 2 – WELCOME

On behalf of the teachers, staff, and board members, I welcome you to Kids Kampus Learning Center. It's been a while since the Diva Director, a.k.a. the Master of All Mothers, a.k.a. our Fabulous Founder with the Fiercest Fish Sticks; Ms. Kay, had hung up the February 1983 calendar on the wall of her first classroom, but the idea still hasn't changed much: to provide a program designed to meet the needs of today for the generation of tomorrow!

And, boy, have we been having a blast!!

You see, I want you to think back to what you remember about 'ditto-sheet-daycares' ... and then try not to bore yourself into an early naptime. Instead, for 'today's toddler' we are excited to provide a range of high quality services in the early education and care of young children. These services are offered in flexible, weekday time slots to give you more control when comparing the cost verses convenience to best meet your family's needs.

At Kids Kampus, when we see your child wearing a "World's Best Mommy/Daddy" onesie at drop off, our staff knows that we have some big shoes to fill. That's why our team of terrific teachers like to mix up magic in the classroom by using two scoops of a top Tier 1 curriculum (rated by the LDOE), then, adding a dash of daily accomplishments and insightful observations (documented with your child as the star!), before finishing strong with a seasonal assessment system (so we can meet your child's individual needs).

I also want you modern moms and digital dads to know how easy it is to share those inevitable restless-nights, bad-mornings, doctor's appointment, grandma's weekend, or general absences for your child right from **your** favorite 'toy' – your cell phone. In fact, all of your child's daily reports are sent to you electronically after your child's check out. Sharing a 'Morning Note' to your child's teacher through the mobile app we use really goes far in keeping all those little details handy, useful, and most importantly, secure.

Nowadays, more than ever, it's essential that you agree with me when I say, "We're in this together!" Your child's true potential will be remarkable when our classroom activities respond to your family's home experiences in a meaningful way and for that **we need you!** But I don't want you to worry, because you've hired "Da Parish Parenting Pro's" and we've packed a few treats for this journey as we explore the art of childhood and early development, together.

While our friendly staff is always ready to assist you in the center, I understand that some issues may require more than just a Band-Aid and boo-boo kiss. General inquiries can be placed in person in the office or directed to our Enrollment Coordinator via email: mksassidy@kidskampus.net . More sensitive issues, or if you would like to make a formal inquiry/complaint should be sent via email to the director directly: director@kidskampus.net.

Please continue reading all the juicy nuggets of information found in this handbook to get better familiar with our center's policies and again, welcome to the family.

P.S. Mom (our Fabulous Founder) says the ban on making fishy-faces and blowing butterfly-kisses must stay in full effect in her absence and punishable by an unlimited supply of giggles, tickles, laughter and of course, love.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 3 – PROGRAM PHILOSOPHY

Since 1983, the Potter Family has provided a safe space to pursue our mission to successfully guide the child and their families through the art of childhood by dedicating all our center's resources to your child's developmental journey, so he arrives to kindergarten ready to learn and eager to explore the world around him.

We live and grow each day at Kids Kampus Learning Center believing that every child is remarkable, every child can achieve extraordinary results through loving and nurturing experiences, and that our school is the foundation for families in the community.

The flow and rhythms of each day's activities are critical to your child being able to establish an understanding of the world they are still adjusting to. The unique way we approach the art of childhood at Kids Kampus looks forward to meeting today's needs of tomorrow's generation in three stages of development: immersion of the senses for our infants, techniques in mobility and personal regulation for our toddlers, and preparation for investigation for our preschoolers.

We offer year-round classes using The Creative Curriculum, a Tier 1 curriculum approved by the Louisiana Department of Education. Each child participates daily in periods of group activity, individual play, outdoor play, and quiet times. All activities are developmentally appropriate and meet each child's social, emotional, physical, and cognitive needs.

We see ourselves as your partner in the development of your child and invite you to actively participate in the daily goals of your child with us. Through our daily communication tool, ProCare, you are encouraged to follow lesson plans, activities, assessments, eating habits and other helpful reminders. Classroom bulletin boards, monthly newsletters, and parent events are also easy ways for you to keep informed and engaged with our programs.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 4.1 – LOUISIANA STATE LICENSING AUTHORITY

Kids Kampus Learning Center, Inc is licensed to operate in the State of Louisiana by the Louisiana Department of Education (LDOE). We value our partnership with the state regulatory agencies and support their commitment to high quality early childhood education. Our license is on display in the center lobby.



LDOE LICENSING
P.O. Box 4249
Baton Rouge, LA 708213
Phone: (225) 342-9905
Fax: (225) 342-2498
WWW.LOUISIANABELIEVES.COM



A full printed copy of the licensing regulations can be found in the Louisiana Regulations Binder in the Director's Office. Parents may also find the licensing regulations on the internet at the following link: <https://www.louisianabelieves.com/early-childhood/child-care-and-development-fund-licensing>.

Parents can file a complaint with LDOE Licensing at any time by phone or email. Parents are also able to call or write to the department should they have significant, unresolved licensing complaints.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 4.2 – EARLY CHILDHOOD NETWORK / QUALITY RATING SYSTEM (QRS)

Kids Kampus Learning Center actively participates in the State's QRS which is currently a five-star scale involving in-class teacher/student observations, utilization of industry best practices in policies and procedures, and parent participation. Kids Kampus Learning Center holds a 4-stars rating alongside an 'Academic Approval' as part of the State's QRS. Our local Early Childhood Community Network Lead Agency is the St. Bernard Parish School Board. Our certification is on display in the center lobby.



ST. BERNARD PARISH SCHOOL BOARD

200 E. St. Bernard Hwy

Chalmette, LA 70043

Phone: (504) 301-2000

WWW.STBERNARD.K12.LA.US

Superintendent: Ms. Doris Voitier

ECN Coordinator: Chantele Schellinger



The LDOE's unified Early Childhood System was directed by Act 3 of the 2012 Regular Legislative Session. The LDOE will transition to a letter grade based rating system beginning with the 2016-2017 school year. Upon the completion of the 2016-2017 school year, the letter grade based rating system will be the only system utilized by the Louisiana DOE. Parents may find more information on the internet at: [School Finder Home | Louisiana Department of Education \(louisianaschools.com\)](#).

KIDS KAMPUS LEARNING CENTER

POLICY NO: 4.3 – CHILD CARE ASSOCIATION OF LOUISIANA

Kids Kampus Learning Center is an active member of the Child Care Association of Louisiana (CCAL). The CCAL website states: The Mission of the Child Care Association of Louisiana is to Educate, Advocate, & Collaborate to build a premier, proactive early childhood education industry for Louisiana families. Parents may find more information on the internet at: www.childcarelouisiana.org/ForParents.html.



Child Care Association of Louisiana
P.O. Box 80053
Baton Rouge, LA 70898
Office: (225) 933-5435
WWW.CHILDCARELOUISIANA.ORG

KIDS KAMPUS LEARNING CENTER

POLICY NO: 5 – ENROLLMENT

Enrollment at Kids Kampus Learning Center is open to children from six weeks to twelve years old. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability, ancestry, or whether a child is breastfed; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy, or disability.

Parents can apply for enrollment in one of our many programs offered at Kids Kampus Learning Center, by completing the KKLC General Enrollment Application. Enrollment Applications and Registration Fees are due at the beginning of each newly decided Childcare Services Fee Agreement and/or School Year. The KKLC Enrollment Application, Childcare Services Fee Agreement, Family Service forms, consents and resources will be provided in this section as well.

Initial enrollment is contingent upon receipt of the completed and signed KKLC General Enrollment Application, KKLC Childcare Services Fee agreement, Registration Fee, immunization records and signed Parent Handbook receipt.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

Kids Kampus Learning Center reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Kids Kampus Learning Center is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Kids Kampus Learning Center as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Kids Kampus Learning Center immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 6 – TUITION

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in Kids Kampus Learning Center. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

The tuition rate is determined based on the consideration of not only the cost of the direct care and meals provided but also the “hidden costs” of providing your child’s teachers with paid time off for illness, vacation, holiday, and professional development. The annual rate is divided into 52 weekly installments to offer families a more convenient payment schedule. Tuition is due regardless of attendance.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 6.1 – WEEKLY BILLING SCHEDULE

PROGRAMS	WEEKLY RATES	ANNUAL REGISTRATION FEE
INFANT <i>Immersion of the Senses</i>	\$200	\$200 per family
TODDLER <i>Techniques in Mobility & Personal Regulation</i>	\$185	\$200 per family
PRESCHOOL <i>Preparation for Investigations</i>	\$185	\$200 per family
ENRICHMENT <i>Elementary School Explorations</i>	Before & After: \$100 Before: \$75 After: \$75 Summer Kamp: \$185	\$100 per family (before & after, before, after) \$50 per kid (summer kamp)

Tuition is due prior to receiving services. Tuition payments must be made via TUITION EXPRESS. Kids Kampus Learning Center accepts Visa, Mastercard and American Express, and checking/savings accounts. Receipts will be emailed.

Tuition is processed on the Friday before the upcoming week. If your account is connected to a credit card, it will show up on your account that Friday. If your account is connected to a checking or savings account, it will show up typically within 3 days.

CASH AND CHECK PAYMENTS ARE NOT ACCEPTED.

Tuition DOES NOT include fees for field trips.

A non-refundable registration fee is required to enroll your child(ren) in our programs.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 6.2 – TUITION EXPRESS

Tuition Express is the way we process payments at Kids Kampus Learning Center. We require authorizing automatic tuition payments to avoid additional fees.

ACH checking or savings bank account or an accepted credit card payment are made by filling out the authorization form online. If your account is connected to a card, there is a \$30 monthly fee that will be processed with the first payment of the month.

There will be a \$30.00 fee charged for ACH payments declined by the bank. If three ACH payments are denied, services will be TERMINATED.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 6.3 – LATE TUITION PAYMENTS

Tuition is processed on the Friday before the upcoming week. If your account is connected to a card, it will show up on your account that Friday. If your account is connected to a checking or savings account, it will show up typically within 3 days.

If your tuition gets returned, you must make a payment at the parent kiosk in the lobby that day in order for your child to return to school. Services will be **SUSPENDED** after five days of non-payment and will not be reinstated until all tuition and fees are paid in full.

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Kids Kampus Learning Center, however, if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved, the Center Director will notify you.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 6.4 – CHILDCARE SUBSIDIES

Kids Kampus Learning Center does accept child care subsidies.

Parents who believe they are eligible for the Child Care Assistance Program (CCAP) should apply prior to, or immediately following, enrollment at Kids Kampus Learning Center.

Parents can apply for CCAP online through the Louisiana Department of Education at <http://www.louisianabelieves.com/early-childhood/child-care-assistance-program>.

Parents of a subsidized child must complete all required paperwork on time to continue enrollment at Kids Kampus Learning Center. Parents of subsidized children will have a co-pay amount and are also required to sign a fee agreement, agreeing to be personally responsible for the full payment of tuition, in the event they become ineligible to receive child care subsidies.

Kids Kampus Learning Center also participates in the CCAP B-3 Pilot Program. This program is through the local school board. Kids Kampus will receive a certain number of seats each year to fill. If you believe you will be eligible for CCAP, you may apply for a B-3 seat first. You are not able to have a B-3 seat AND CCAP. You can only participate in one program. B3 seat applications will be filled out with the Enrollment Coordinator.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 6.5 – DISCOUNTS

Sibling Discount

Kids Kampus Learning Center offers a multiple child discount for one or more siblings enrolled during the same school year. The oldest sibling pays the full tuition rate and each additional child's tuition are eligible for a discount of \$10.00 per child.

Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 7 – CONFIDENTIALITY

Within Kids Kampus Learning Center, confidential and sensitive information will only be shared with employees of Kids Kampus Learning Center who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Kids Kampus Learning Center strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Kids Kampus Learning Center.

Outside of Kids Kampus Learning Center, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided by law. Parents will be provided with a document detailing the information that is to be shared outside of Kids Kampus Learning Center, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of Kids Kampus Learning Center are strictly prohibited from discussing anything about another child with you.

KIDS KAMPUS LEARNING CENTER

**POLICY NO: 8 – MANDATED REPORTING OF SUSPECTED CHILD ABUSE
AND/OR NEGLECT**

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Kids Kampus Learning Center are considered mandated reporters, under this law we are required to complete training through the Department of Children and Family Services upon hire. The employees of Kids Kampus Learning Center are not required to discuss their suspicions with parents or management prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Kids Kampus Learning Center take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Kids Kampus Learning Center 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, marks, or cuts on the child’s body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

**If you need to report child abuse, please call the Louisiana
Child Protection Statewide Hotline:
1-(855)-4LA-KIDS [1-(855)-452-5437]**

KIDS KAMPUS LEARNING CENTER

POLICY NO: 9 – PARENT CODE OF CONDUCT

Kids Kampus Learning Center requires the parents of enrolled children to always behave in a manner consistent with decency, courtesy, and respect. One of the goals of Kids Kampus Learning Center is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of Kids Kampus Learning Center but, is the responsibility of every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 9.1 – SWEARING/CURSING

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time, shall inappropriate language be directed toward members of the staff.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 9.2 – THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADUTLS ASSOCIATED WITH KIDS KAMPUS LEARNING CENTER

Threats of any kind will not be tolerated. In today's society, Kids Kampus Learning Center cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

KIDS KAMPUS LEARNING CENTER

POLICY NO: 9.3 – PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT KIDS KAMPUS LEARNING CENTER

While Kids Kampus Learning Center does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or another adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 9.4 – SMOKING

For the health of all Kids Kampus Learning Center employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Kids Kampus Learning Center. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 9.5 – VIOLATION OF THE SAFETY POLICY

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children, and associates of Kids Kampus Learning Center. Please be particularly mindful of Kids Kampus Learning Center entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 9.6 – CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF KIDS KAMPUS LEARNING CENTER

While it is understood that parents will not always agree with the employees of Kids Kampus Learning Center or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 9.7 – VIOLATIONS OF THE CONFIDENTIALITY POLICY

Kids Kampus Learning Center takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Kids Kampus Learning Center. Any parent who shares any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 10 – PARENT’S RIGHT TO IMMEDIATE ACCESS

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Kids Kampus Learning Center, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Kids Kampus Learning Center must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Kids Kampus Learning Center, **both** parents shall be afforded equal access to their child as stipulated by law. Kids Kampus Learning Center cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Kids Kampus Learning Center suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Kids Kampus Learning Center staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee of Kids Kampus Learning Center will accompany visitors at all times, throughout the center.

Kids Kampus Learning Center will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, Kids Kampus Learning Center cannot have a child at the agency when the child's parent is prohibited access. Kids Kampus Learning Center will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 11 – DISMISSAL

Kids Kampus Learning Center reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within four weeks of the dismissal. An agency check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the agency's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. Kids Kampus Learning Center will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Kids Kampus Learning Center.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 12 – WITHDRAWAL

PARENTAL NOTIFICATION PERIOD

The Child Care Services Fee Agreement may be cancelled by the parents/guardians with two weeks written notice prior to the expected last day of attendance. Written notice of cancellation must be submitted in letter/email form to the Enrollment Coordinator or Director by parents/guardians. There are no refunds on any unused tuition paid by the parents/guardians for cancellation of services.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following the last day of enrollment at Kids Kampus Learning Center. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

Parents who wish to change their child's days or times of enrollment at Kids Kampus Learning Center, must submit a request to do so two weeks in advance of the proposed change.

The Center Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the schedule change requires an additional registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available or may choose to withdraw their child from the program. The date the request for the Center Director receives the schedule change will be used to toll the four weeks' notice required for withdraw.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 13 – COURT ORDERS EFFECTING ENROLLED CHILDREN

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) Kids Kampus Learning Center must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Kids Kampus Learning Center administration, both parents shall be afforded equal access to their child as stipulated by law. Kids Kampus Learning Center cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Kids Kampus Learning Center suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Kids Kampus Learning Center is obligated to follow the order for the entire period it is in effect. Employees of Kids Kampus Learning Center cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Kids Kampus Learning Center will report any violations of these orders to the court.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 14 – ARRIVAL PROCEDURES

Upon arrival at Kids Kampus Learning Center, the parents or the adult dropping the child off must sign into the electronic sign-in station located in the school lobby. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the child care facility.

The latest a child may arrive is 8:30am.

Kids Kampus Learning Center discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. Kids Kampus Learning Center believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of Kids Kampus Learning Center are available to discuss other options, if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 14.1 – MORNING NOTES

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day through the ProCare app. The parent may also present the special instructions in the form of a letter. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, any health issues that may have occurred the previous night which need to be observed, and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 14.2 – NOTIFICATION OF ABSENCE

Regular attendance is important to your child's success in our programs and parents should communicate any upcoming family vacations or planned absences as far in advance as possible. We strongly suggest using the message section in ProCare to notify the school the night before, or morning of, of an absence on a scheduled day.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Kids Kampus Learning Center will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 14.3 – AGENCY’S RIGHT TO REFUSE ADMISSION

Kids Kampus Learning Center reserves the right to refuse admission to any child at any time with or without cause.

Kids Kampus Learning Center strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a “first come first served” basis when seeking to maintain appropriate child to staff ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Child to Staff Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.
4. Domestic Situations that present a safety risk to the child, staff or other children enrolled at Kids Kampus Learning Center if the child were to be present at the center.
5. Parents failure to maintain accurate, up to date records.
6. Parents’ failure to complete and return required documentation in a timely fashion.

Parents WILL NOT be reimbursed tuition for days when their child is refused admission to the program.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 15 – PICK-UP PROCEDURES

Parents or the authorized adult picking up their child, are required to enter the building using their personal code. If they have never dropped off or picked up the child before, they will need to ring the bell to be assisted in doing the registration process. The individual or parent picking up their child must sign their child in/out of care on the electronic sign-out station located in the school lobby. Parents must sign their child in/out before entering classrooms. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child and are required to directly exit the building once they have signed their child out of care.

Parents must read all messages in electronic sign-out station.

Parents must take home all papers in the child's hanging folder or cubby each day.

Parents are required to sign any incident/accident reports from the day at pick-up if they are not able to do so on the app. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 15.1 – LATE PICK-UP

Each parent is required to follow their child's schedule as closely as possible. If you will be earlier or later than your scheduled time, please give Kids Kampus Learning Center a heads up in order for us to maintain our state ratios.

All measurements of time are to be according to the Kids Kampus Learning Center clock located in the electronic check-in system.

Children remaining at the Center after 6:00pm will be charged \$5.00 starting at 6:00 pm. Any additional minute after 6:05pm will be an additional \$1 per minute. Late pick-up fees will be charged at the end of every week and due the following billing cycle.

A child's services will be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 15.2 – PERSONS APPEARING TO BE IMPAIRED BY DRUGS / ALCOHOL AT PICK-UP

The staff of Kids Kampus Learning Center will contact local police and/or the other custodial parent should a parent appear to the staff of Kids Kampus Learning Center to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Kids Kampus Learning Center staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Kids Kampus Learning Center to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Kids Kampus Learning Center will contact the child's parents, local police and Child Protective Services to notify them of the situation.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 15.3 – EMERGENCY / ALTERNATE PICK-UP FORMS

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Kids Kampus Learning Center. In an emergency situation, the child's parents will be called first. If they cannot be reached, staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

The persons on the Emergency/Alternate pick-up form will be required to provide Government issued photo ID and register for our electronic sign-in system prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form. Parents are required to update the Emergency/Alternate Pick-up form every 12 months.

Kids Kampus Learning Center reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 16 – TRANSPORTATION

Kids Kampus Learning Center does provide our own transportation for some field trips and our before & after care program.

During off-site field trips, Kids Kampus may also partner with the St. Bernard Parish School Board to acquire bus service with a licensed driver per all state regulations.

For students enrolled in Before/After School Enrichment, Kids Kampus provides van service between our facility and Lacoste Elementary and Joe Davies Elementary. The St. Bernard Parish School Board provides bus service between our facility and Meraux Elementary School. Morning pick-up for Meraux Elementary is 7:55am and afternoon drop-off is at 4:05pm. All students who attend Joe Davies Elementary need to be here by 7:50 am and will get dropped off in the evening at 3:45 pm. All students who attend Lacoste Elementary need to be here by 8:00 am and will get dropped off in the evening at 4:10 pm.

The St. Bernard Parish Bus Garage can be reached at 504.301.3941.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 17 – SCHOOL CALENDAR

EVENTS

CENTER STATUS

Fall In-service	CLOSED
Labor Day	CLOSED
Parent Orientation	OPEN
<u>Checkpoint Conference Week</u>	OPEN
Happy Harvest Festival	OPEN
Thanksgiving	CLOSED
Black Friday	CLOSED
Holiday Jubilee	OPEN
Christmas Eve	CLOSED
Christmas Day	CLOSED
New Year's Eve	CLOSED
New Year's Day	CLOSED
<u>Checkpoint Conference Week</u>	OPEN
Spring In-service	CLOSED
Mardi Gras	CLOSED
Good Friday	CLOSED
<u>Checkpoint Conference Week</u>	OPEN
Graduation	OPEN
Memorial Day	CLOSED
Louisiana Department of Education Conference	CLOSED
Independence Day	CLOSED
Summer Luau	OPEN

KIDS KAMPUS LEARNING CENTER

POLICY NO: 18 – EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing through the ProCare app. If we do not receive a response, we will begin calling the parents and/or emergency contacts. Additional notifications will also be posted on the Center's official Facebook page: www.fb.com/ChalmettesBestDaycare.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick-up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than seven school days. If the closure extends beyond seven school days, tuition will discontinue.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 19.1 – CURRICULUM INFORMATION

Our birth through preschool classrooms use The Creative Curriculum. The fundamental purpose of all teaching is to help children master skills in the areas of social and emotional development, physical development, cognitive development, and language development. To take an active role in the children's learning, it is our belief that the teacher must incorporate the "content areas" to enrich the curriculum. Our approach to early education uses age-appropriate materials and activities, incorporating the strengths of our children, families, and communities to enrich the curriculum .

Below is a sample of what your child's day may look like at school.

DAILY SCHEDULE OF ACTIVITIES (SAMPLE SCHEDULE)

- 6:00 – 8:30 Arrival, quiet music, educational videos, table toys (puzzles, games, laces)
- 8:30 - 8:45 Breakfast served
- 8:45 – 9:00 Cleanup time, all classrooms open, transition to classrooms with teachers
- 9:00 – 9:45 Morning Meeting (introduce students to the day's activities and encourage children to express thoughts, feelings)
- 9:45 – 10:15 Outdoor play, indoor physical activities
- 10:15 – 10:45 Choice time in small groups – children choose areas of interest in classroom learning centers such as library, blocks, art, computer, and dramatic play while the teacher leads small group activities incorporating the content areas of learning
- 10:45 – 11:00 Music and Movement, poems, finger play
- 11:00 – 11:15 Storytime – teacher reads and discuss the books. Props are often used to help the child recall or retell a story.
- 11:15 – 11:30 Prep for lunch, Bathroom break, wash hands
- 11:30 – 12:00 Lunch served.
- 12:00 – 2:00 Nap or rest time
- 2:00 – 2:30 Choice time in small groups – children choose areas of interest in classroom learning centers such as library, blocks, art, computer, and dramatic play while the teacher leads small group activities incorporating the content areas of learning
- 2:30 – 3:00 Snack served, Bathroom break/diaper
- 3:00 – 3:30 Storytime – teacher reads and discuss the books. Props are often used to help the child recall or retell a story.
- 3:30 – 3:45 Group meeting to discuss and reflect on the day's activities.
- 3:45 – 4:00 Transition to classroom with teacher
- 4:00 – 4:30 Arts and crafts

4:30 – 5:15 Outdoor play

5:15 – 5:30 Storytime – teacher reads and discuss the books. Props are often used to help the child recall or retell a story.

5:30 – 6:00 Departure time, table toys and educational video.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 19.2 – CLASS ASSIGNMENT

In general, classroom assignments are based on your child's age on September 30th of the current academic year. Our goal is to limit each child to one classroom transition per year and to align our school's programming with the local public school system. Secondary factors that determine a child's assignment include individual mastery of mobility and self-regulation.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 19.3 – CHILD TO STAFF RATIOS

Minimum Child-to-Staff Ratios

Ages of Children Ratio

Infants under 1 year 5:1

1 year 7:1

2 years 10:1

3 years 13:1

4 years 15:1

5 years 19:1

6 years and up 23:1

KIDS KAMPUS LEARNING CENTER

POLICY NO: 19.4 – NAP / REST TIME

Infants will be allowed to sleep as needed. Children under the age of four will be provided with a 2 hour nap time daily. Children age four and older will be given a mat if requested during a 2 hour rest period during full day programs.

Mats and mat covers will be provided by Kids Kampus Learning Center.

Infants are NOT allowed to sleep with blankets at Kids Kampus Learning Center.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 19.5 – EDUCATIONAL / PERSONAL CARE SUPPLIES NEEDED

Parents with children ages 3 through 5 are required to provide one complete change of clothing. Children under 3 years of age are required to have two seasonally and size appropriate, complete changes of clothing. (see Dress Code, Policy 22).

Topical Authorization

Parents must complete a Topical Authorization form for us to apply any Over-The-Counter topical products. Parents should send to school for their child products including sunscreen, insect repellent, and lotion if they wish for them to be applied. Please keep your child's topical authorizations up to date annually.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 19.6 – COMMUNICATION / DAILY REPORTS

What did your child do today? Now you will always know. Photos and/or videos of your child's day give you a view of their day. Daily reports keep you informed of the daily activities and learning experiences that happen while you are at work.

We have chosen ProCare as our primary means of communication. Right from your ProCare app you can play a video, share a photo, or reply right back to the teacher. All parents are required to have the app and create their own account. We highly recommend that you turn on your notifications, so you don't miss a message from the staff.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 19.7 – BIRTHDAY/HOLIDAY CELEBRATIONS AND FAMILY EVENTS

Please do not provide any outside treats or cake unless you get permission from the Enrollment Coordinator or Center Director. See Health and Safety, Peanut Free Center, Policy 25.10 for more details about homemade snacks. Events will be communicated through the app. We will have two or more events throughout the year that parents and/or loved ones will be able to attend. Below are some examples of events we may have.

Parent Orientation	August
<u>Checkpoint Conference Week</u>	October
Happy Harvest Festival	November
Holiday Jubilee	December
<u>Checkpoint Conference Week</u>	February
<u>Checkpoint Conference Week</u>	May
Graduation	May
Summer Luau	August

KIDS KAMPUS LEARNING CENTER

POLICY NO: 19.8 – CHECKPOINTS / ASSESSMENT

Our team of lead teachers and their assistants diligently capture and document the many important steps of your child's development using research-based tools.

Teaching Strategies GOLD (TS GOLD)

The authentic, ongoing, observation-based assessment system that helps teachers and administrators focus on what matters most for children's success. Grounded in 38 research-based objectives for development and learning, *GOLD*® supports effective teaching and assessment, while providing staff with more time to spend with the children in our program.

Ages & Stages Questionnaire (ASQ-3, ASQ-SE)

Ages & Stages Questionnaires® (ASQ) provides reliable, accurate developmental and social-emotional screening for children between birth and age 6. Drawing on parents' expert knowledge, ASQ has been specifically designed to pinpoint developmental progress and catch delays in young children—paving the way for meaningful next steps in learning, intervention, or monitoring.

Portfolio Checkpoints

Your child's assessment portfolio is summarized and shared with you three times during the year at mini parent/teacher conferences, or Checkpoints. Checkpoints are in October, February, and May and because we know parents are busy, we usually keep them to less than five minutes.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 19.9 – GRADUATION

Our program builds on the art of childhood from birth through age 3. Our capstone class, the Pre-K 3, graduates at the end of summer. Most graduates enroll in our enrichment program if they transition to the local public Pre-K 4 program.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 20 – DISCIPLINE

The staff at Kids Kampus Learning Center strives to create an atmosphere of acceptance and to enhance self-esteem of each child. We believe that all children need limits which are consistently enforced; children need opportunities to learn to accept responsibility and the consequences of their actions; positive behavior should be reinforced in order to redirect inappropriate behavior; and, punishment is not to be used in connection with the rest, food or training.

Time Out can be used to separate a child from a particular unwanted behavior.

Under 24 Months of Age

Time Out will not be used for children under 24 months of age. Children under 24 months of age will be redirected to another activity and/or the employee may engage directly with the child to model appropriate behavior.

Over 24 Months of Age

Children over the age of 24 months may be placed in Time Out where the number of minutes does not exceed the child's age. Example: 3-year old's may be placed in Time Out for 3 minutes. Generally, the children are asked to sit still and quiet during the Time Out. When the child is placed in Time Out he/she will be told as in the above example, directly and clearly why they have been placed in Time Out, how long the Time Out will be and what is expected of them as they sit in Time Out. A staff member will remain reasonably close to the child while in Time Out but will not engage in conversation or constant correction while the child sits. If the child is going to be hurt while sitting in Time Out, the staff member will stop the timer, redirect the child and attempt the Time Out once more. If the child cannot or will not cooperate the second time, other corrective/disciplinary means will be considered.

When the Time Out is over, the staff will review the reason the child was placed in Time Out, state clearly what the expected behavior is and model the behavior as appropriate. The child will be asked (but not forced, as remorse should be sincere) to apologize to anyone they may have injured or wronged by their behavior. Then the child will be directed to rejoin the group or resume their task with some encouraging and positive direction.

Patterns of negative or inappropriate behavior will be closely monitored. If your child's behavior deems it necessary, an Incident Report will serve as a written warning to document the negative behavior. If the problem persists then a parent-teacher conference will be required with the Director present. Sometimes these patterns are able to be remedied with more parent intervention in the home. Other times the center may request additional resources from the Children's Bureau of New Orleans or The St. Bernard Parish School Board Child Search, such as professional observation.

Other forms of behavior management that are NOT allowed at Kids Kampus are:

- Physical and corporal punishment which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a

child to exercise, or placing a child in an uncomfortable position.

- Verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to “shut up”, or making derogatory remarks about children or family members of children in the presence of children.
- Discipline or being bullied by another child.
- Deprived of food and beverages.
- Being restrained in highchairs or feeding tables.
- Deprives of play time (excluding time out).

KIDS KAMPUS LEARNING CENTER

POLICY NO: 21 – TOYS FROM HOME

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. **Parents are responsible for enforcing this policy with their child.** Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly (more than two times) to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Kids Kampus Learning Center staff for safety and appropriateness and may be prohibited at the sole discretion of Kids Kampus Learning Center.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 22.1 – DRESS CODE: CHILDREN

Clothing

Children who participate in our birth- pre-k 3 programs are required to wear Kids Kampus Uniforms. This consists of: royal blue polo shirt with our Kids Kampus logo, along with navy or khaki bottoms. Shirts may be purchased at Uniforms Plus in Chalmette, LA. Please ask the office for more information pertaining to Kids Kampus Uniforms. Each student will receive a class spirit shirt from the office that is to only be worn on Fridays with casual bottoms.

Coats, hats, gloves, and scarves are recommended in the winter months. It is strongly recommended you also provide winter/outdoor boots. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes (for children who are transitioning to underwear). Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes, coats, hats, gloves, scarves, and boots. Kids Kampus Learning Center is not responsible for lost or damaged items of clothing.

Jewelry/Accessories

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Kids Kampus Learning Center will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it discovered after the parent leaves.

Hair beads, barrettes, bobby pins, etc. are not to be worn by children. These accessories are considered to be safety hazards. When choosing accessories for your children be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending Kids Kampus Learning Center.

Kids Kampus Learning Center is not responsible for damage to or loss of and articles of clothing.

KIDS KAMPUS LEARNING CENTER
POLICY NO: 22.2 – DRESS CODE: PARENTS

Clothing

Parents are required to be dressed in appropriate clothing while at Kids Kampus Learning Center or involved in any Kids Kampus Learning Center sponsored events. Inappropriate clothing would include revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing and/or pajamas and robes. Anything with suggestive or vulgar language is prohibited.

Parents wearing high heels, work boots, or shoes with wet/dirty soles, will be required to remove their shoes prior to entering any classroom with children under 2 ½ years of age if they wish to enter. This will reduce the risk of injury to a child on the floor, and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door prior to entering the classroom.

Parents are not allowed to enter the infant room unless removing their shoes or putting on shoe covers.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 23 – FIELD TRIPS

Kids Kampus Learning Center frequently supplements the in-class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher. Kids Kampus Learning Center provides all required supervision for all field trips, but always invites and welcomes parents to attend.

Parents will not be permitted to transport any child, other than their own, on a Kids Kampus Learning Center sponsored trip.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 24 – PARENTS PARTICIPATION / VOLUNTEERS

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office. These volunteer opportunities are posted on the parent bulletin board.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Kids Kampus Learning Center reserves the right to make Volunteer assignments. Kids Kampus Learning Center does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 25.1 – PRE-ENROLLMENT REQUIREMENTS

Each child is required to complete a pre-enrollment packet of information. This packet, along with a copy of your child's birth certificate and immunization records, is to be returned to the center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at Kids Kampus Learning Center. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the center director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the enrollment coordinator to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 25.2 – CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the “Authorization for Emergency Care for Children with Severe Allergies” form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child’s parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician’s orders and procedural guidelines relating to the prevention and treatment of the child’s allergy. Please refer to policy 25.3 for more details regarding severe allergies. This form can be obtained by request from Enrollment Coordinator.

Parents must also execute a “Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies” form. This form releases Kids Kampus Learning Center from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the “Authorization for Emergency Care for Children with Severe Allergies” form, provided Kids Kampus Learning Center exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 25.3 – ANAPHYLAXIS AND STOCK EPINEPHRINE

For any children with severe allergies, our center will:

- Educate our entire staff on allergy and anaphylaxis.
- Abide by all applicable laws and policies relevant to this child with allergy including but not limited to the American Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA), Section 504, and any pertinent local policies.
- Follow federal/ state/ district laws and regulations regarding sharing medical information about the child.
- Review all health information submitted by the child's care team including but not limited to parents and medical providers.
- Have a medical emergency response plan (MERP) including a medical emergency response team (MERT).
- Work with center staff to practice the MERT with the child's Anaphylaxis Action Plan before an allergic reaction occurs.
- Debrief on MERP drills to assure the efficiency/ effectiveness of the plans.
- Provide all center staff with annual re-education on child-relevant medical issues, including but not limited to allergies and anaphylaxis.
- Not prohibit participation in ANY center activities due to the child's allergy.
- Establish a Wellness Team. This team may include but is not limited to, our center nurse, educators, and members of food services. This team will:
 - Work with the child and parents to establish an anaphylaxis action plan for the child. This plan should include all necessary documents pertaining to the child's wellness. Such documents may include the following:
 - 504 Plan
 - Anaphylaxis Action Plan
 - Individualized Education Plan
 - Individualized Health Plan
 - Collaborate to eliminate use of food allergens in the allergic child's meals, educational tools, arts and crafts projects, or incentives.
 - Review the center policies, MERT, and the child's Comprehensive Care Plan after a reaction occurs, with the parents, child, and child's medical provider.
 - Provide strategies for safely navigating off-campus activities.
- Assure that all staff, including substitutes, who interact with the child understand allergy, can recognize symptoms of anaphylaxis, and know what to do in an emergency including the administration of an epinephrine auto-injector.
- Coordinate with the center's nurse or personnel with medication administration training ("MAT" training) to be sure medications are appropriately stored.
- Confirms that the child always has access to epinephrine, including off-campus center events.
 - Epinephrine may be kept in an easily accessible secure but not locker location central to center personnel who are properly trained in epinephrine administration.
 - Stock epinephrine is also available.
- Designate response role(s) to center personnel who are properly trained to administer epinephrine in accordance with policies governing the administration of epinephrine.
- Be prepared to handle a reaction and ensure that multiple, epinephrine-trained staff members are available during the center's day regardless of time or location.
- Work with our center's transportation administrator (if present/ applicable) to:
 - Ensure all center bus drivers and other center-affiliated drivers are trained to prevent, recognize, and respond to an allergic reaction.
 - Such training may occur in-person or remotely, real-time, or self-paced, using available resources.

- Confirm that all buses and other forms of transportation have communication devices, such as cell phones, in case of an emergency.
- Enforce a “no eating” policy on center buses with exceptions made only to accommodate special needs under federal or similar laws, or center policy. An example of an exception may be a child with diabetes.
- Ensure the following for all center field trips:
 - The Epinephrine is carried on field trips and transportation.
 - Center personnel trained in epinephrine administration attended the field trip.
 - Center personnel attending the field trip are aware of the child’s allergy and Anaphylaxis Action Plan.
 - If food is distributed, the child is not given his/her allergen and/or is informed to bring his/her own food.
- Not tolerate threats or harassment against the child.

The Family’s Commitments

We will:

- Notify the center of our child’s allergies.
- Provide the center with a physician-signed Allergy and Anaphylaxis Action Plan. This plan will include detailed, clear instructions for how to prevent an allergic reaction by detailing food(s), insects, or other allergens that must be avoided as well as when and how to administer emergency medication. This plan will also include a headshot of our child and self-carry, self-administration recommendations if age appropriate.
- Work with the center’s wellness leadership team to develop a plan that accommodates our child’s need throughout the center, including the classroom, in the cafeteria, in outside spaces, in after-care programs, during center-sponsored activities, and on transportation.
- Provide properly labeled medications and replace medications after use and/or prior to expiration.
- Provide age-appropriate education to our child in the self-management of his/her allergy including:
 - Safe and unsafe foods
 - Strategies for avoiding exposure to allergens
 - Symptoms of allergic reactions
 - How and when to tell and adult s/he may be having an allergy-related problem
 - How to read food labels
- Review policies/ procedures with the center staff, our child’s health care provider, and our child (if age-appropriate).
- Provide emergency contact information.

The Child’s Commitments

I will (when age-appropriate):

- Eat only my food and will not trade or share food with others.
- Try to eat only foods with known ingredients and not those containing my allergen(s).
- Be proactive in the care and management of my allergy to the best of my ability.
- Be aware of and avoid insects that may bite or sting me.
- Notify an adult immediately if I eat something that may contain the food to which I am allergic.
- Notify an adult immediately if I interact with an insect to which I am allergic.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 25.4 – COMMUNICABLE DISEASES

Kids Kampus Learning Center follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC) at (337)458-1726.

Parents are required to pick up an ill child within 1 hour of notification by phone. If a parent is reached, but cannot pick their child up within 1 hour, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. Kids Kampus Learning Center reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100.4 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 2 or more times in a 24 hours' period of time. Children are also required to be excluded from the program if they have a loose bowel or diarrhea that is unable to be contained in a diaper or pull-up (commonly known as a blow-out). Children must be diarrhea free for at least 24 hours before returning to the program.

If your child will be absent due to illness, we request that you notify the center via ProCare. This enables our faculty to keep track of any illnesses which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Kids Kampus Learning Center will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Infection control practices and disease prevention:

Staff and children shall wash their hands at least at the following times: upon entering the center, before preparing or serving meals, after toileting or changing diapers, before and after eating meals or snacks, and anytime hands become soiled with body fluids (urine, stool, saliva, blood, nasal discharge)

KIDS KAMPUS LEARNING CENTER

POLICY NO: 25.5 – BITING

Kids Kampus Learning Center recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age, may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year will have their services terminated since, the safety of all the children in the program is of the utmost concern of Kids Kampus Learning Center.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Kids Kampus Learning Center cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 25.6 – DISPENSING MEDICATION

Kids Kampus Learning Center will only dispense over-the-counter and/or prescription medication that is in original, labeled containers (with pharmacy label), and is accompanied by a doctor's note with explicit dosage and administration instructions. Kids Kampus Learning Center will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be found in the office. Medication Forms, doctor's notes and medication are to be turned into Family Services Coordinator.

Kids Kampus Learning Center will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

Kids Kampus has the right to deny any over the counter/ prescription medication that they deem not necessary to administer at school.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 25.7 – FIRE / EMERGENCY DRILLS

Kids Kampus Learning Center conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 1 hour of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 25.8 – ALTERNATE SAFE LOCATION

Should the administration of Kids Kampus Learning Center or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to 2224 Paris Road, Chalmette, LA 70043. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 1 hour of the telephone call.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 25.9 – INCIDENT / ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be sent to the parent's on the ProCare app to be signed. Reports must be signed the day the incident/accident occurred.

The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 25.10 – FOODS

All age groups

All meals and snacks are provided by Kids Kampus Learning Center and prepared on-site by a full time chef. **Kids Kampus Learning Center does not permit children to bring in outside food items.**

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification, in the form of a doctor's note, of any food/dietary restrictions (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets), with instruction for substitutions/alternatives. All substitutions must be provided by the parent.

Kids Kampus Learning Center never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Food can be used by teachers as a reward for good behavior and/or for classroom lessons. Any food given as a reward (i.e. lollipops, candy) will be placed in the child's cubby/school bag to be enjoyed at home.

Infant age group

Children enrolled in the infant classroom must have all food items for consumption provided and labeled each day the child is in attendance. This includes formula/breastmilk bottles, baby food, snacks, and juice bottles. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child won't run out. Prepared bottles must be stored in the designated refrigerator and will be warmed prior to feeding. No bottles will be microwaved.

Children will not be fed directly from baby food jars, nor will the staff use previously opened baby food. Staff will mix baby cereal just prior to feedings. All unused food remaining after a feeding will be discarded.

Parents are required to complete a feeding schedule for their child on monthly basis, or as the child's feeding requirements change. Staff will complete a daily report for each child detailing for the parent what the child ate, when, and how much.

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.

1 year and older classrooms

Kids Kampus Learning Center serves breakfast at 8:30 a.m., a half-hour lunch at approximately 11:30 and an afternoon snack at approximately 2:30 p.m.

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy sides.

Kids Kampus Learning Center will provide a healthy afternoon snack for all children in 1 years of age and older age groups, including water, fruit juice and/or milk. A menu of the daily meals and snacks prepared for the children will be posted in the lobby on a weekly basis.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 25.11 – PEANUT FREE CENTER

Due to the extreme nature of allergic reactions to Peanuts and products containing peanuts in some children, Kids Kampus Learning Center prohibits peanuts and/or foods containing peanut products on Kids Kampus Learning Center property, and/or at Kids Kampus Learning Center sponsored events. These peanut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling peanuts on someone's breath, or touching peanut oil residue left on a counter top, not only from consuming peanuts or peanut products.

Due to the possibility of cross-contamination, (this occurs when one food is prepared with items previously used to prepare foods with peanuts, or peanut products), Kids Kampus Learning Center does not allow homemade snacks at the center. While Kids Kampus Learning Center understands that parents enjoy providing homemade snacks for birthdays and holidays, we must be mindful of the safety of all children enrolled at Kids Kampus Learning Center.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 25.12 – FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 26 – ELECTRONIC DEVICES, MOVIES/ GAMES

Through various grants and quality improvement programs, Kids Kampus Learning Center has purchased computers, iPads, and tablets which are available for classroom use. Children may only use computers, iPads, tablets and other such devices under the direct and constant supervision of an employee. These devices are to be used for educational enrichment and not entertainment not for the purpose of simply occupying the child(ren). All use of the devices by children must be in conjunction with appropriate curriculum goals and lesson plans which must identify the skill set and learning objective(s) which relate to their use.

All electronic devices are connected to the internet and have security enabled to prevent access by children to inappropriate websites, email, and instant messaging.

Electronic devices for children under the age of two are prohibited.

Time allowed for electronic devices activities for children ages two and above shall not exceed two hours per day, with the exception that video viewing is limited to no more than one hour per day.

Programs, movies, and video games with violent or adult content shall not be permitted in the presence of children. "PG" programming shall not be shown to children under the age of 5. "PG" programming shall only be viewed by children age 5 and above only with written parental authorization (PG programming will only apply during summer camp/ enrichment).

KIDS KAMPUS LEARNING CENTER

POLICY NO: 27 – STAFF EMPLOYMENT BY CLIENTS

The staff of Kids Kampus Learning Center is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ Kids Kampus Learning Center staff will have their services terminated and any deposits will be forfeited. Staff who become employed by current or former clients of Kids Kampus Learning Center will have their employment with Kids Kampus Learning Center terminated.

Employment refers to any relationship outside of the agency's services which involves an employee of Kids Kampus Learning Center to interact with a current or former clients of Kids Kampus Learning Center. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 28 – PROVISIONALLY EMPLOYED STAFF

Staff members who are employed on a provisional basis due to an incomplete CCCBC-based determination of eligibility for child care purposes may be counted in child to staff ratios but will be assigned a designated monitor at all times. Monitors must supervise at all times their designated provisionally-employed staff member to be able to intervene at any time if needed. The center shall have a log that identifies the provisionally-employed staff member and the designated monitor, along with documentation of at least one visual observation of the provisionally-employed staff member every 30 minutes. Monitors must be physically present at all times in any room during nap times if a provisionally-employed staff member is present.

KIDS KAMPUS LEARNING CENTER

POLICY NO: 29 – AGENCY CONTACT INFORMATION

MAIL: KIDS KAMPUS LEARNING CENTER INC
117 East Genie Street
Chalmette, Louisiana 70043

CALL: (504)271-9294

VISIT: WWW.KIDSKAMPUS.NET

EMAIL: director@kidskampus.net

OWNER: Mrs. Kay Potter, (504)278-0178, MsKay@kidskampus.net
Mr. Kevin Potter Sr, (504)277-3682, MrKevinSr@kidskampus.net

DIRECTOR: Mrs. Kay Potter, (504)278-0178, MsKay@kidskampus.net