



PARENT HANDBOOK

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KIDS VILLAGE LEARNING CENTER SCHOOL

7750 16th Street, NW
Washington DC 20012

Kids Village Learning Center's program is a Reggio Emilia, inquiry-based, Spanish bilingual program serving the Washington, DC and Silver Spring, Maryland area. We believe that children learn through a combination of hands-on exploratory experiences that are developmentally appropriate and facilitated learning opportunities. We specialize in small learning programs within intimate settings where learning is facilitated by trained teachers and supported enthusiastically by our families.

Children are naturally curious and should be allowed to explore the world within the framework of their own capabilities and the active involvement with both their environment and stimulating learning materials.

We recognize that children's growth is progressive and has many facets: language, social, emotional, cognitive, physical development. We carefully observe our students and provide opportunities for personal growth in all of areas of their development. Since it is our belief that praise and encouragement are more effective in promoting desirable behavior than negative or punitive discipline, we emphasize emotional support and positive reinforcement. Our goal is to help children achieve and maintain inner controls over their behavior and to develop a healthy self-esteem and concurrently respect for the rights of others.

Our parents are our young learner's first teachers and primary influences. Kids Village Learning Center, (KVLC) serves to compliment and support our parent-child relationships. Families and staff work together to provide a strong support system for each child to promote his or her healthy development.

In our learning programs, we strive to:

- Nurture each child's unique qualities and potential;
- Support families through strong partnerships;
- Create an environment that encourages diversity and facilitates our teacher's professional growth-

Our Global Community-

With globalism in mind, KVLC schools provide strong social-emotional and cultural awareness foundations together with Spanish immersion study concentrations daily. This includes diverse cultural exploration opportunities through language and literacy engagement, social and environmental projects, as well as physical education with art and music emphasis. Our learning program is intentional, holistic and fully domain integrated; blending the development of each child's critical thinking skills and learning styles with developmental appropriateness.

WHAT PARENTS NEED TO KNOW

Days & Hours of Operation

Monday- Friday: 7:00 am – 6:00 pm

Holidays, Weather and Emergency Closings

We will generally follow the Federal Closing Schedule, however KVLC reserves the right to close due to weather related or emergency related circumstances that are location/site and/or circumstance specific.

KVLC's Weather/Emergency Related Procedures: We will announce all delayed openings and center closings via e-mail and/or text alerts, the night before or on the morning of the weather related or emergency events. You may also call the DC's office telephone number 202-450-3582, for closing announcements.

The Enrollment Process

A nonrefundable deposit is due prior to enrollment. Your child's slot is not secured until we have received the deposit, registration fee, the signed Parent Contract and the KVLC Pre-Enrollment Application. The deposit will be credited towards the first two weeks and the last two weeks of your child's enrollment at a KVLC school.

Tuition & Fees

Tuition will be due and payable on the 1st and the 15th of each month. Kids Village accepts: checks, money orders and online credit/debit or e-check payments (fees apply).

Vacation Policy

Regular rates apply for vacations, weeks with holidays, and sick days.

Sign-In Procedures:

Sign-In: Every day when your child arrives and when she/he leaves, it is essential and mandatory that you Sign-In/Sign-Out.

Authorized Pick-up Persons Children will only be released to a parent, guardian, or other adult previously authorized in writing, and bearing current government issued identification. You must sign your child out by the close of the school's business hours. Upon sign out, you are responsible for your child.

Parking: Due to neighborhood zoning regulations, all parents **MUST** park on Kalmia Street and walk children down the alley into the school. Unless mobility challenges are involved, there will be **NO EXCEPTIONS** to this policy.

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Parent Participation and Access to Facility

Parents are considered an integral element in the overall success of the program at KIDS VILLAGE and are encouraged to visit and participate in various activities with their children. Open communication is maintained between the staff and parents to ensure their knowledge of their children's various activities. Parents are encouraged to participate in regularly scheduled employee - parent meetings as well as informal daily visits. All parents are encouraged to attend KVLC's meetings. And at different points throughout the year, parents are invited to attend Parent workshops and special events.

Transportation

During outside walking activities children will walk holding a partner's hand. There is no vehicle transportation provided. In case of an emergency we will travel on foot to a pre-designated evacuation site.

Enrollment

All children attending the center must have a completed the following DC and /or Maryland requirements:

District of Columbia:

- DC Universal Health Certificate form with current physical, TB test (over 12 months of age), lead test at 12 months of age or twice by the age of 6 and all immunizations up-to- date;
- DC Dental Assessment (for children over the age of 3);
- DC Child Receiving Care Away from Home;
- DC Authorization for Emergency Medical Treatment;
- DC Travel and Activity Authorization and;
- Photos of your child, both parents/legal guardians and at least two emergency contacts.

Maryland:

- Health History
- Immunization Certification Form
- Emergency Form
- Allergy Form
- Asthma Form
- Medication Form
- Trip Authorization Form
- Photos of your child, both parents/legal guardians and at least two emergency contacts.

Withdrawal of Children

Parents are required to give 2 weeks' notice before withdrawing their children from either school program.

Personal Care Items

To start your child's day consider his or her specific needs and what will make your child feel comfortable in a new environment. Please follow these guidelines:

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Food: WE ARE A NUTS-FREE ENVIRONMENT. Label all containers with your child's full name. Please be prepared to share information about your child's ALLERGYS and preferences. The center does not provide lunch, so parents are asked to prepare and send lunch for their child.

Snacks: Breakfast and nutritional snacks, water, milk, or juice are provided by KVLC.

Clothing: Children should wear play clothes, as they may be involved in projects that use paint, water, and other materials. For safety reasons, we strongly discourage drawstrings or dangling jewelry, particularly for younger children. Parents are required to bring an emergency supply of weather appropriate clothing for their children.

Toys: The center has a wide variety of toys in each classroom. Please refrain from bringing toys from home, they often cause conflict. The center cannot be responsible for their safekeeping.

Pull-ups and Diapers: Please bring only enough disposable diapers/pull-ups and wipes for the week. Each child is provided a cubby to store extra diapers, wipes, and clothing.

Identifications: Please label all clothing and other belongings, with your child's full name.

Medication Authorization

Only medications prescribed by your child's physician, in the original container, with the prescription label bearing your child's name and clear instructions will be administered by our trained staff. No over the counter medications will be accepted by Kids Village staff. Staff members have taken the required Maryland State Medication Training Course and are all CPR/First Aid Trained.

Discipline

The center is committed to providing an environment that fosters a positive experience for each child. Children are encouraged to use skills that will lead them to resolve conflicts and have their needs met without the use of aggressive or destructive behavior. When situations occur that require intervention, teachers will provide children with clear explanations as to why specific behaviors are inappropriate and help them find alternative behaviors that fit classroom expectations and guidelines.

The following Policies are in place at KVLC Schools

- No child shall be ridiculed or verbally abused or subject to cruel discipline.
- Physical restraint is prohibited, unless necessary to protect the health and safety of the child or other people.
- No child shall be hit, spanked, or subject to any corporal punishment.
- No child shall be denied food as a consequence of behavior, nor will food be given as a reward for good behavior.

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- No child shall be punished or criticized for soiling, wetting or not using the toilet.

Fire and Emergency Evacuation Drills

Practice fire and emergency evacuation drills will be conducted twice a month and will be documented on a fire/evacuation drill report form for each location. Employees are responsible for taking the emergency child tracking sheet, (the class roster) with them during the drills. The acting manager is responsible for a final sweep of center to make sure that all children and staff have been evacuated and grab the “Ready to Respond” book that contains every child’s emergency contact information and all staff information. We have a designated meeting point outside of the center, and once everyone is accounted for we will proceed to the designated evacuation site.

Weather & Inclement Weather

Children will engage in outside activities weather permitting. When the weather exceeds 90 degrees Fahrenheit or below 40 degrees Fahrenheit outside time will be limited. Please dress children appropriately for the season. We will follow the Federal Government for all weather related closings. Please check the Federal Government website: <http://www.opm.gov/status> for any weather related closings.

Emergencies

In the case of an emergency, an informational message will be recorded on the answering machine, sent by email and/or text message. While your child is in our care, we reserve the right to request that parents pick up their children as soon as possible.

Emergency Contingency Plan

Parents and authorized adults may pick up a *Ready to Respond* card when dropping off their child. This card indicates the evacuation site and a number to call if the center is evacuated.

Pets/Animals

No pets or animals will be permitted in the facility.

Excluding & Readmitting Children Who Are Ill

The health and safety of each child is of paramount importance to us. In consideration of other families, we do not permit sick children to come to school. We will contact you if your child becomes ill during the school day, and will keep your child comfortable in a quiet area until you can arrive (within two hours) to take your child home. Children may occasionally seem ill without any clear cause. Please do not bring your child to school if your child seems “under the weather.” Children with the following symptoms may not be accepted at school:

Temperature: An underarm temperature of 100°. Please be sure that your child is fever free at least 24 hours without medication, before returning your child to school.

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Respiratory Infections/Severe Colds: Respiratory infections, such as colds and bronchitis, are usually caused by viruses. A persistent “loose cough and/or a runny nose” are considered symptoms of a severe cold. Please do not bring your child to school until he or she is symptom free.

Vomiting or Diarrhea: Please do not bring your child to school until 24 hours after vomiting and or diarrhea have stopped.

Other Contagious Diseases: Your child must be symptom free or have verification from a health provider that he or she is no longer contagious. Communicable diseases include, but are not limited to: chicken pox, coxsackie’s virus, germane measles, haemophilus influenza, measles, meningococcus, mumps, strep throat, conjunctivitis, impetigo, tuberculosis, whooping cough, giardia lambilia, hepatitis A, salmonella, shigella, lice, scabies and H1N1. The school reserves the right to require verification from a doctor stating that your child is not contagious before allowing him or her to return to school. If your child has recently visited KVLC and becomes ill with a contagious disease, please inform the staff so that we can notify other parents whose children may have been exposed. The staff will provide information regarding the type of communicable disease, symptoms, and precautionary measures that may be taken, in addition to information about when an infected child may return to school. Please notify the school of your child’s condition as soon as possible.

Disclosure of Information

The center obtains certain information on its employees, job applicants, families and clients that are protected by our information security program, contractual obligations and federal/state laws. Confidentiality is included but not limited to: parent’s financial records, educational and health records of a child. Information is not shared other than with staff or authorized state agencies when necessary. A signed parental request will be required to release information to anyone.

Photographs for the KVLC Website and Educational Training Purposes

Parents will complete a permission form for photos, video recordings, etc. Personal information regarding children is not published by KVLC.

Reporting of Unusual Incidents

The Kids Village Director will and must report to the appropriate state child protective services agency whenever there is reasonable cause to believe or suspect a child is suffering from abuse or neglect from any cause (parent, family member, friend, or faculty member).

Grievance Procedures

Kids Village encourages parents/guardians who have concerns or complaints to discuss those feelings with the Director/Owners.

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Educational & Developmental Philosophy

Kids Village children become confident, successful, life-long learners and secure, caring people. Our Educators help children see the world as an invitation to learn, to grow, and to live fully – to see a world full of possibilities that are within their reach. Our schools help children to approach more formal academic experiences with competent skills, confidence, and the need to know.

Parental Acknowledgement:

I have read and understand the Policies and Procedures of the Kids Village Learning Center Schools.

Child's Name (printed)

Parent's Signature

Director's Signature

Parent's Print Name

Director's Printed Name

Date

Date