

Kidz Korner

Policies & Procedures

Thank you for choosing Kidz Korner for your child. We provide a safe, loving and educational environment. Our lead teachers are experienced and are required to maintain continuing education hours annually. All of our staff is CPR and First Aid Certified, and all have had satisfactory criminal background checks. We are licensed by "Bright from the Start" Georgia Department of Early Care and Learning.

Months, Days, and Hours of Operation and Holiday Closings

The center encompasses three programs: The Day Program, Evening Program and School Age Program. We are open January through December, Monday through Friday for all Programs.

The Day Program – Starts at 6:00 A.M. (when the center opens) and runs until 6:00 P.M. Children must be at the center by 10:00 A.M. in order to obtain an accurate lunch count. (A fee of \$1.00 per minute will apply to day program children who are left past 6:00 P.M.)

The School Age Program offers morning and afternoon transportation to JB Jones Pre-K. Afternoon snack will be provided.

The Evening Program offers extended hours from 3:30 pm until midnight for parents working evening shifts. We will provide dinner at 7:00 P.M. and children will have both organized and free-play time. The children will be read a story and laid down at 8:30 P.M. for rest time until they are picked up by their parents. (Older children that do not lie down as early as 8:30 will be provided "quiet time" activities until they are ready to fall asleep.)

We offer Saturday care when scheduled.

The center is closed for New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the Friday following, Christmas Eve and Christmas Day. We have a 2:00 pm closing for New Year's Eve.

Weekly Tuition

Tuition is due on Friday by 6:00 pm. If payment is not made by Friday at 6:00 a late fee of \$20 will be added to your account. Once your child is enrolled payment is due weekly whether or not they attend, this assures their slot at the center. Payment in full is also due on the weeks that contain holidays or inclement weather days. This applies to full-time and part-time children that are enrolled.

Kidz Korner Child Care offers activities for children which allow them to learn while having fun. We begin learning activities in the Infant Classroom and the children progress as they move up to each age group. Centers are set up in each classroom to provide age appropriate activities. These include Arts and Crafts, Science, Dramatic Role Play, Manipulative Materials and Letter and Number Recognition. We also provide free-time and structured activities on the playground. We incorporate prayer and blessings into our agenda and we celebrate religious holidays such as Easter and Christmas. We also say the "Pledge of Allegiance."

Student Withdrawal

In the event a parent chooses to withdraw their child from the center, **a withdrawal form must be signed**. Tuition and fees will accumulate until the form is signed. This allows us to budget for children that are leaving the center. If payment is not made within 15 days from the date of the withdrawal form is signed the account will be turned over to the magistrate court for collection.

Biting Policy

On occasion, we have children that bite other children. For the safety of the other children, all parents will be notified in writing, at the end of the day, if their child is bitten. The parent of the biter will be notified to intervene. If a child bites more than 3 times in a two week period, the child may be suspended from the center. The director may ask that the child not return for up to (3) days, depending on the severity of the problem. This will allow the parent time to work with the child, and hopefully, get the situation under control. If the child continues to bite, it will be at the discretion of the center whether or not the child may continue their attendance at the center. The Director and staff will work with the parents in whatever way is necessary to help the parents of the child that is biting to reach a favorable outcome.

Diapering and Potty Training Practices

Diapering – Staff will wash their hands before and after any diaper change performed. Diapers will be changed on a designated “diaper changing table” equipped with guard rails. Diaper changing station will be ventilated to control odor. Children will not be left unattended for any reason during a diaper change. After diaper change the changing surface will be cleaned with disinfectant and wiped dry with a single-use disposable towel. Soiled diapers will be kept in a covered storage container that is inaccessible to children.

Potty-Training – All children will have access to a bathroom located in their classroom. If bathrooms are not equipped with child-sized features, step stools will be provided to assist children safely. Bathrooms will be ventilated to control odor. Bathrooms will be equipped with tissue paper, soap and single-use towels and will be cleaned daily with disinfectant. Teachers will wash hands after bathroom breaks before returning to the classroom.

Child Abuse Reporting Law Requirements

The teachers and Director of our center are mandated State Reporters for Child Abuse and Neglect. If any bruises, cuts, burns or other signs of abuse are observed on a child which are considered by both the staff and director to be out of the ordinary, the Department of Family and Children Services may be contacted. Physical abuse is not the only type of behavior that is considered abuse. DFACS may also be contacted concerning children that show signs of emotional or sexual abuse.

Outside Play

Depending on the weather the children will go outside in the morning and the afternoon for playtime. There will be both independent and supervised activities on the playground. Please make sure that your child has a jacket if the weather dictates.

Illness and Medication

A medication authorization form must be completed for all medicines (prescription or over-the-counter). We will notify you immediately of any adverse reaction that may occur.

If your child’s temperature reaches 101 degrees or higher and they have another contagious symptom, such as, but not limited to, rash, diarrhea or sore-throat, swollen eyes, etc., you will be notified immediately by phone. We will ask your verbal permission to give your child Tylenol or Motrin, when you arrive at the center, you must sign the consent form. Your child may not come back to the center until they have been fever and symptom-free for at least 24 hours. If a

communicable disease such as pink eye (conjunctivitis), lice, chicken pox, etc. is present in the center, you will be notified. A notice will be posted on the front bulletin board of the center as well.

No sick children may be left at the center. If a child has a fever or symptoms such as diarrhea, sore throat, earache, vomiting, etc. they are considered to be sick. We cannot risk infecting children that are well, please be courteous of this.

Emergency Situations

In the event of a medical emergency 911 will be called. Lumpkin County first responders will arrive at the center, and if necessary, your child will be transported by ambulance to Chestatee Regional Hospital. A medical release authorization must be signed by you, and is included in your enrollment packet. Other children will be removed from the area where the child is located. All attempts will be made to make the child as comfortable as possible until help arrives. The signed medical authorization enables the Director to give consent for medical treatment in the absence of the parent.

In the event of fire, the teachers will line up the children in an orderly manner. Children will be moved quickly to the playground area away from the building. 911 will be called promptly. 911 will be contacted and parents will be notified. If the children are in danger on the playground they will be supervised by the staff and transported to a safe location.

In the event of loss of electrical power or water occurs, based on the length of the outage, the center will contact parents to pick up their children.

In the event that a child has wandered away from the group and cannot be located an immediate check of the area will be made. The center, playground and parking lot will be checked immediately. If the child has not been found within five minutes, 911 will be called and the parent will be notified.

Incllement Weather

Please check local news and weather for school closings. In most instances, we will be closed if the Lumpkin County School system is closed. There may be exceptions or the center may open later in the day. Please call the center at (706) 864-8431 for an updated telephone recording concerning closings. The message will be left on the phone by 6:00 A.M.

If the children are at the center during severe storms or tornadoes the children will be moved to the interior of the building. They will be supervised until the danger has passed. If there is danger to the building, or the child is injured, parents and 911 will be notified immediately.

Non-Discrimination Statement

No child will be refused care at our center based on race, religion or sex.

Meals

In the Day Program, breakfast, lunch and afternoon snack are provided. Dinner will be provided for the evening program. This is included in the weekly rate. All meals and snacks served meet the requirements of the Child and Adult Care Food Program sponsored by the State of Georgia. Parents are required to fill out an Income Eligibility Statement for the State Funded Food Program, regardless of income or child's age. This form is included in the enrollment packet.

Unless *substantiated by a Doctor's excuse*, all children will be served the same menu. If your child cannot eat what is served at the center, the parents are responsible for providing their food daily.

Infants will follow the meal plans set forth by their parents in their infant feeding plan. Staff will use pre-prepared bottles supplied by parents. Additional foods introduced to each child's diet will be added to their feeding plan and kept on file by our staff.

The center will provide Parents Choice ready-to-serve formula and jar baby food for infants, however, if you do not choose to use the brands that the center uses, you will be responsible for supplying the center with the brand you prefer. Our staff is not allowed to mix formula for bottles. Parents must bring pre-prepared bottles or ready-to-serve formula.

Personal Items

Please do not bring any personal items other than the following:

Infants and Toddlers: Diapers, wipes, sippy cup or bottles as needed, pacifier as needed, blankets, bibs, burp cloths and a change of clothing.

Ages 2-3: Diapers (unless potty-trained), underwear, wipes, blanket for nap time, change of clothing.

Ages 4-5: Full change of clothing including underwear, blanket for naptime.

If your child is still in diapers or pull-ups please make sure that there is an ample supply in their cubby, as well as baby wipes.

Note: If your child is no longer enrolled at the center and you have left supplies for more than two weeks they will become property of the center and will be used as extras.

Ages Served

In our day and evening program we serve ages 6 weeks to 5 years. We provide a private Pre-K class for our four year olds. We also have an after-school program that provides care for children up to 12 years old.

Enrollment and Admission Requirements

Each parent is required to read the policies and procedures, your signature validates that you have read and understand them. You must complete an application that includes the names of persons to contact in case of emergency. You must also state the names of individuals that may pick up your child in your absence, and their relationship to *you and your child*. Parents are required to supply the center with any changes such as addresses, places of employment or new telephone numbers. Periodically, the center will update files.

Parents are required to escort their child in and out of the center daily. Children must also be signed in and out. Please notify us in advance if anyone, other than yourself, is picking up your child. All persons, other than parents, will be required to provide a photo I.D.

Disciplinary Actions Used

Our center uses positive re-enforcement and time-out as disciplinary measures. Children will be placed in a designated time-out area decided upon by the lead teacher in each age group. Children will remain in time-out for one minute per year of their age (example: a two year old will receive a two minute time-out for discipline). Lead teachers will explain to each child why they receive time-out and talk to the child about future actions after time-out ends. We will also use positive reinforcement to redirect the child's attention from inappropriate behavior.

Parental/Guardian Access to Center

Parents and guardians will have access to any area used by their child on the center premises. All visitors to the center must make their presence known to a staff member upon arrival.

Transportation

Our center provides morning transportation and after-school pick up for JB Jones Pre-K. We will also provide bus stop supervision for the Long Branch bus which drops off and picks up children at our facility. A Transportation Agreement is included in your enrollment package. Please make sure this is filled out completely. Transportation for field trips will be provided during the summer. A completed permission slip, transportation agreement and Medical Authorization form must be completed and signed by parents before any child can go on a field trip. Kidz Korner Child Care has a van which transports the children.

Rate Schedule

A one-time enrollment fee of ⁶⁵\$25

Infants - \$140.00 per week.

Ages 1-3- \$135 per week

Ages 4-5- \$130 per week

Afterschool Rate for children riding the bus/van is \$65 per week

Children that we provide both before and afterschool care/transportation is \$85 per week.

Saturday care is \$30 per day for all ages

Evening Rate for children staying from 3:00 pm until closing is \$140

Rate for school-age children during the summer is \$130 per week (plus any field trip fees such as admission fees, tickets, etc.) Breakfast, lunch and snack are provide++d.

Part-time

If space permits our center offers part-time enrollment. Part-time students must attend **at least three full days per week**. Parents of children enrolled on a part-time basis are responsible for weekly tuition payments **whether or not** the child attends. This service is offered to parents on the same basis as the full-time children. Space permitting a part-time student may attend more days for an additional rate of \$30 per day.

I have read and understand that in order for my child to attend Kidz Korner that I will adhere to all of the policies and procedures as stated. The signed policies and procedures packet will remain in my child's file, and I may ask to access it at any time. A copy of the policies and procedures will also be posted for parent review.

(Parent Signature)

(Date)

(Director's Signature)

(Date)

Payment Agreement

I understand, as stated in the Policies and Procedures, once my child is enrolled in the center, I am responsible for the following payments.

- Weekly Tuition Payments are due by 6:00 on Friday of each week
- I understand that if I am late with my payment, my child may not return to the center on the following Monday, unless I pay my balance plus the late fee.
- I understand that full weekly tuition is due for weeks that contain holidays, inclement weather days, days that my child is out sick, and personal vacation days that our family may take.
- I understand that I must sign a withdrawal form if I remove my child from the center.
- I understand that I must give a two-week notice
- I understand that if I do not give a two week notice, I am still responsible for payment for those two weeks.
- ***I understand that if I do not sign a withdrawal form, that tuition and fees may accumulate until the form is signed.***
- ***I understand that my account will be turned over to Magistrate Court for collection and I will be responsible for all late fees and accrued tuition at the discretion of the owner.***

Parent of: _____

Date: _____

Lisa Dickman, Accounts Receivable Manager
/Kidz Korner Child Care

Date: _____