

KIDDIE KOLLEGE PARENTS HANDBOOK 2009/2010

KIDDIE KOLLEGE'S OBJECTIVE STATEMENT

1. To provide a safe and loving environment for children away from parents.
2. To provide guidance that will help children adjust to adults, other than parents, and to children of their own age.
3. To share religious, social, and cultural values with children through stories, songs, bible verses, prayers, playing, and group experiences. The atmosphere is distinctly Christian, but very much non-denominational.
4. To assist in the development of skills and aptitudes of each child in a learning environment.

**We accept children without regard to
Race, Color, Sex, Handicap, Religion or National Origin.**

**Kiddie Kollege is a Ministry of Lafayette First Church of the
Nazarene, an Evangelical Denomination.**

Kiddie Kollege will seek to provide your child with the guidance and direction of biblical and moral values and ethics. Chapel Time is held on a weekly basis. Each class will hear Bible stories, sing songs of God's love and His Son, Jesus. Prayer is a vital part of the ministry of our church. Children will say a prayer of thanks to the Lord for their meals and snacks.

Enrollment and Withdrawal

Enrollment Procedures

1. All forms required by the state and Kiddie Kollege must be completed *prior to the 1st day of attendance*.
2. A physical examination must be obtained not more than three months prior to enrollment. T.B. test and all immunization shots must be current and documented.
3. To be eligible to attend Kiddie Kollege, a child must be between two years of age through fifth grade.
4. All children 3 years of age and older, must be toilet trained and responsible for all personal hygiene.
5. During initial registration and at the beginning of each school year, each child will be assessed a **non-refundable** book/supply fee of \$50.00.

Withdrawal Procedures

1. Kiddie Kollege reserves the right to dis-enroll a family for any of the following reasons:
 - a. Failure to pay tuition according to the policy stated in the **tuition policy** section of this handbook.
 - b. Any child whose presence is detrimental to other children and/or staff members.
 - c. Failure to communicate toileting needs
 - d. Parents who demonstrate hostile or negative attitudes towards the staff/administration
2. To dis-enroll a child, parents must submit **in writing** a two weeks notice. If a two weeks notice is not given, an additional full week of tuition will be required and due at dis-enrollment.

Tuition

2009/2010 School Year Rates Full Time Students

Book & Supply Fee (Annual)	\$50.00
	Weekly Rate
Full Time - Potty Trained	
1st Child	\$120.00
Additional Children	\$96.00
Regularly attending church members children (all children)	\$96.00
Full Time - Not Potty Trained	
1st Child	\$150.00
Additional Children	\$120.00
Regularly attending church members children (all children)	\$120.00
Before & After School Care	
1st Child	\$50.00
Additional Children	\$40.00
Regularly attending church members children (all children)	\$40.00
Additional daily charge for full day care	
1st and additional children	\$14.00
Regularly attending church members children	\$11.00
Part Time Students - 9:30am - 11:30am	
Book & Supply Fee (Annual)	\$30.00
	Monthly Rate
M-W-F 4 & 5 year olds	\$120.00
Regularly attending church members children	\$108.00
T - Th 3 year olds	\$80.00
Regularly attending church members children	\$72.00

Tuition Payment Policies

- A. The full time weekly tuition is to be paid on **Monday** for the current week.
- B. The part time monthly tuition is to be paid by the first Monday of each month for the upcoming month.
- C. Two weeks delinquent payments are grounds for dismissal.
- D. In the event of litigation against your account, the prevailing party shall be entitled to the cost and expenses accrued, as well as attorney's fees.
- E. All returned checks will be assessed a **\$25.00 service charge**.
- F. **Before & After School Care children who require service for full days (spring break, etc.) will be required to pay a pro-rated full-time rate for those days. See rates above.**
- G. If a child dis-enrolls for the summer months, a non-refundable fee of \$50.00 should be paid to hold a fall slot. The \$50.00 fee will be applied to the book/supply fee if the child returns.

Seasonal Policies

- A. All children will be going outside in the winter months if the temperature is 26 degrees or above (including wind chill), and weather permitting. Proper attire will be mandatory. Hat, gloves or mittens, coat, snow pants and boots are considered proper attire.
- B. If you wish for your child to be excused from outdoor activity, you must submit a signed and dated note from your child's doctor.

Absentee Policy

Vacation and Holidays

1. Each child (excluding part time preschool children) will be allowed a "vacation period" each year at **half-tuition**. The "vacation period" may be used a day or a week at a time. During the first year of enrollment, those who enroll:
 - August - December = two weeks
 - January - May = one week
 - June - July = no vacation

In subsequent years of enrollment, children are entitled to two weeks of "vacation" each year.

Parents must inform the Kiddie Kollege office **in advance & in writing** when their child will be taking vacation time. Vacation time **may not be applied** to past absences. For your convenience forms are available in the back of this manual and will also be located on sign in table.

2. **Tuition is payable for absences as long as the child is enrolled, including holidays.** The days Kiddie Kollege will be closed are:

- New Year's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve or the day after Christmas
- Christmas Day

Holidays falling on Saturday will be observed on Friday.

Holidays falling on Sunday will be observed on Monday.

3. The Center will ordinarily not be closed due to bad weather conditions, even if the public schools are closed. Tune into WLFI-TV 18 for specific information concerning Kiddie Kollege. Parents will be notified via the above TV station if for any reason Kiddie Kollege will be closed. **Tuition is payable for days closed due to weather emergencies.**

Illness

1. If your child will be absent, please call **before 8:30 A.M. lunch count is taken at that time.**
2. Any child absent for a week or more with a serious illness or injury, must have a written permission slip from a physician before re-entering Kiddie Kollege.
3. **Kiddie Kollege reserves the right to send any child home due to illness.** A child is considered ill when one or a combination of the following are displayed:
 - a. fever of 100.5 or higher
 - b. undiagnosed rash

- c. vomiting
- d. diarrhea

- Note: As with all communicable diseases, please be sure that your child is well enough to be around other children. In the case of vomiting and diarrhea, the child may not return until he/she has been **symptom free for 24 hours without the aid of medication**. In the instances of pink-eye, ring-worm and strep-throat, the child may not return until he/she has been on medication for **at least 24 hours**. In the case of fever, the child may return when he/she has been **fever free for 24 hours without the aid of medication**.

**In the case of chicken pox—All lesions must be dry and crusted.

4. **Over-the-counter medications can only be given if there is a written order from the physician stating the dosage and how often it is to be taken.**
5. **Prescription medications must have the original prescription label telling the dosage and how often it should be taken. All medications will only be administered by KK after parents have filled out a release.**
6. It is preferred that parents administer (when possible) any routine, required medications (ex. breathing treatments) prior to child's arrival or after pick up of child from Kiddie Kollege.

Accidents

1. In the case of a minor injury an accident report will be filled out and the staff will inform parents when the child is picked up.
2. In the case of a serious accident or injury, 911 will be called first after which the parents will be notified. If emergency treatment is required, the parents will need to meet the staff and child at the hospital. Kiddie Kollege will provide secondary medical insurance coverage in such cases.

Personal Needs

Clothing and Grooming

1. In order to avoid social embarrassment for the child, we respectfully request that children be bathed regularly.

2. Rubber soled sneakers and socks are required for playing in the gym or on the playground. **(no dress shoes, sandals or shoes with open backs)**
3. Clothing should fit properly, allow for modesty, (shorts must be worn under dresses) and allow for independence in toileting.
4. All children must have a complete change of clothing to be kept at the center (This includes socks, shoes and underwear).
5. Children enrolled in the summer months should also bring a hat & sunscreen to be kept at KK. Sunscreen should be applied to child prior to arrival at Kiddie Kollege. It will be reapplied throughout day as needed.
6. Label each article of clothing your child will remove, with their name.

Naptime

We believe children need time to rest during the course of the day to remain healthy. All children will rest on a cot from approximately 12:30 – 2:30, younger children a bit longer. Children must bring a small blanket, which Kiddie Kollege will launder regularly. No Pillows are used due to health regulations.

Toilet Training

You *must* work with your child at home, in order for toilet training to be successful. Clothing must be easy to manage and provide for self-help and independence. A child cannot be successful if they are unable to pull down their pants or underwear. Please do not send toilet training children in bib overalls, onesies, buckles, suspenders, or belts. Toilet training children require an ample supply of underwear as well as three sets of extra clothing. If pull-ups are used, please purchase pull-ups that easily pull up and down and can be reclosed (ex. Huggies or White Cloud brands).

Lockers/Cubbies

Each child will be assigned a cubby to keep personal items. Please check it daily, as well as any folders, for your child's daily activities, newsletters and important messages from the teacher.

Items From Home

1. Toys from home may **only** be brought to the center on Show & Tell days. The classroom teacher will inform you of these days. The Staff and Center are not responsible for items lost or damaged. Please label all items with your child's name.
2. Videos from home are allowed only with teacher approval and must be "G" rated.
3. Jewelry is discouraged at the Center. We are not responsible for lost, swallowed, or missing jewelry.
4. Lost & Found is located in the Office.

Food Policy

Breakfast

Children who arrive at the Center **before 8:15 A.M.** will be offered breakfast. We allow the child to choose whether or not they want breakfast.

Lunch

1. A nutritious lunch will be provided daily.
2. The lunch menu will be posted in each classroom.
3. All children will be expected to eat the regular menu and drink from a cup, except in the case of allergies or a special diet. Please notify your child's teacher if there is an exception. We must have a written letter from the child's doctor to exclude or substitute any food.

Snacks

1. Kiddie Kollege will provide an afternoon snack daily.
2. The State of Indiana mandates that all food brought to the center for parties, birthdays, etc. **must be purchased, not homemade**, and brought in the original, unopened packaging.

School Hours

Operating Hours

1. Kiddie Kollege will be open from **7:00 A.M.- 6:00 P.M. Monday through Friday.**

Arrival and Pick-up

1. The State of Indiana requires your child be signed in and out **everyday by a parent or authorized adult.** Therefore, parents **MUST** accompany their child/children into the Center and sign them in. Children are not to be dropped off outside of Kiddie Kollege to walk in alone.
2. Experience has shown that preschoolers coming for daycare late in the morning tend to be upset and/or disruptive. Moreover, these children miss out on important learning activities. Therefore, for the well-being of your child and other children in the class, children should arrive no later than **8:30 A.M.**
3. You must call if someone other than those designated on your emergency card will be picking up your child. If this person is picking up your child for the first time or is unknown by the teachers, he/she will be asked to show photo identification in order for the child to be released into his/her care. If someone other than a parent is picking up your child, please give the sign-in code to that adult to ensure proper signing in and out.

Late Fees

1. Your child is to be picked up no later than 6:00 P.M. A late fee of \$1.00 for each minute late will be added to your bill..

Parent's Rights

- A. Parents are welcome to observe the class at any time.
- B. The Kiddie Kollege staff are all Mandated Reporters to the Department of Children and Family Services. In the event of suspected child abuse, we will make reports without the knowledge or consent of parents.
- C. We will only use your child's photo in our center with your signed consent. This is on the back of the emergency card.

As a staff it is our goal to offer your family the best in child care services possible. When you have a concern, please remember:

- Teachers want parents to feel satisfied with the care their child is receiving.
- Talk to your child's teacher about any concern. Teachers prefer that you talk to them directly. After expressing a concern, your child's teacher will be more conscientious about your issue and will work with you on those issues of concern. Don't allow concerns to build up.
- Sometimes we cannot make changes you request due to other restrictions, but we ALWAYS want to hear your suggestions. We will consider them seriously and in a timely manner.

Discipline

- A. Kiddie Kollege will approach discipline and guidance in a positive, constructive manner. Our goal is to assist children in building self-control, enabling them to play, work and learn in a cooperative manner. The Discipline Plan was constructed according to Lee Canter's "Assertive Discipline." The rules are as follows:
1. Follow the directions the first time given.
 2. Keep hands, feet and all other objects to yourself.
 3. No running. (This does not include free play in the gym)
- The consequences are:
1. Warning
 2. Time-out (1 minute per year of age)
 3. Talking with the Director and a note sent home
 4. Severe behavioral issues will result in dismissal from the center if they cannot be solved in a reasonable time frame.
- B. Children will be encouraged to solve their conflicts whenever possible.
- C. Children will be complimented, praised and encouraged when observed following the rules.

Biting

Children biting other children are unavoidable occurrences of group childcare, especially with toddlers. When biting happens and continues, it can be scary, frustrating, and stressful for children, parents, and staff. *Every child in the toddler classroom is a potential biter or will potentially be bit.*

Why do they bite?

- Teething
- Impulsiveness and lack of control
- To get a reaction
- Excitement and over stimulation
- Frustration

What do the teachers do in response to children who bite?

It is our job to provide a safe setting in which no child needs to hurt another to achieve his or her ends and which the normal range of behavior is managed. Confidentiality is always practiced with biting. We cannot tell a parent who bit their child, or who their child bit.

Teachers will try to minimize the behavior by:

- Letting the child know in words and manner that biting is unacceptable, i.e.; "biting hurts" on a level that he/she can understand
- Examining the context in which the biting occurred and look for patterns. Was it too crowded? Too many toys? Was the biting child getting hungry/tired/frustrated?
- The teacher will keep track of each occurrence, including attempted bites, and note location, time, participants, and circumstances.
- Teachers and/or the director will consult with the parents to seek suggestions, ideas, and to discuss a plan of action that will be put into place regarding their child.

When biting changes from a relatively unusual occurrence, to an uncontrollable situation that is detrimental to other children, the child may be disenrolled. We must provide a safe place for all children, at all times, without causing fear or trauma to children and parents.

Helping Your child Enjoy Life At Kiddie Kollege

- A. Talk to your child about Kiddie Kollege before he/she comes.
- B. If possible, take your child for a visit to your place of employment, so that he/she may see where you will be during the day.
- C. If at all possible, arrange to bring your child to Kiddie Kollege for a visit, so that he/she may stay for a while, play with the other children, meet the teachers, and explore the rooms.
- D. Please bring any suggestions or complaints you might have to the Director. We cannot be aware of your questions or problems if they are not brought to our attention.
- E. Parents may make an appointment for a meeting with the Director or a teacher concerning their child.