

# ***EXCLUSIVE KIDZ ZONE PARENT HANDBOOK***

## ***KIPP SOUL ACADEMY***

### **Staff**

Members of our staff are carefully chosen, screened, and reviewed by the director and owner of Exclusive Kidz Zone. We require our staff to complete a physical exam, including a TB test and a Hepatitis A vaccine, ensuring their good health in working with our children. All staff must complete 12 hours of in-service training in childcare courses every year and CPR-First Aid course. Also, all staff must complete a child abuse/neglect screening and a police background check. We also require a high school diploma or G.E.D. equivalent and any official transcripts they may have stating college hours completed. Every team member here is pursuing a degree in Early Childhood. By asking our staff to meet these requirements, we can reassure ourselves as caregivers, and you as parents, the best possible care for your child(ren).

### **Registration**

We encourage parents interested in our Center to come in and take a tour before registering. At this time, you can view the staff and Center, feeling free to ask questions about our program. This is also the best time to bring your child(ren) in so they can experience the Center setting and get a feel of how they will be spending the day with us. Registration forms can be completed on the day you come in for your tour or taken home to complete and return to us. A registration fee of \$25.00 per family is paid at the time of registration and every September thereafter.

A supply fee of \$25.00 per family is also paid at the time of registration and every September thereafter or you could bring supplies in for the whole class or center. These non-refundable fees are to reserve your child a place in our Center at that time and each year.

### **Registration Forms**

The following forms must be completed and signed before your child(ren) can start attending our Center:

- Child Enrollment Form
- Medical examination report (can be turned in within 30 days from the beginning date of child's attendance).
- Immunization Record
- Financial Agreement
- Option Service Agreement
- Administration of Acetaminophen (Tylenol, Motrin, Advil, etc.)
- Parent Handbook Agreement

## **Fees**

Fees are based on the age of your child. Your tuition will be discussed at the time of registration. Payments are due every Monday for the week that follows. Late fees are assessed at an additional \$5.00 per day beginning on Monday of that same week. If payment is not received by ten (10) days after the due date, your child(ren) will be dropped from enrollment. You are responsible to pay even if your child is absent. If your child misses one or two days of childcare due to illness, a day with Grandma, etc., you are still expected to pay as if your child was in our care. If your child misses one (1) full week due to illness, vacation, etc., you are still expected to pay full tuition for that week. Once your child(ren) have been with us for one (1) full year, then they will be given one (1) full week of non-payment if you wish to vacation.

You can anticipate a 5% annual fee increase on your tuition every January 1st or after.

According to licensing guidelines each child is not to exceed 10 hours per day.

## **Late Fees**

If you are late picking up your child(ren), there is a charge of \$1.00 per minute, per child, that you are late. This will start precisely at 6:31 P.M. our clock's time!! This late fee will be charged to your account. Tuition is every Monday before service is rendered.

## **Food**

Menus will be posted in each of the classrooms. All meals served at the Center meet the nutritional guidelines set by the Department of Human Services. This means we follow specific requirements for the kinds of foods served and the way they are served.

A weekly menu will be posted on the parent bulletin board. Our Center is designed to assure that healthy and nutritious meals are served to those in our Center. We offer family style dining for AM snack and afternoon snack. A grace will be said before all meals. If your child has an allergy or special dietary need, we must have a doctor's statement to document the problem and to name a food substitute to be served. If you would like to bring in a treat for your child's birthday, we ask that you please purchase any edible items from a bakery or grocery store. Home baked items are not allowed. This is to assure safety to our children. Please notify your child's teacher a few days in advance to let her know what you would like to bring in and if it is acceptable to share with the children.

## **Health**

We require a current copy of your child's immunization records before the first day of attendance. Upon enrollment, you will be given a health assessment form. This form must be completed and signed by a Physician. You will be given thirty (30) days from the day you enroll in our program to get this done. Each child will be observed for any signs of illness each

morning upon arrival. If there is an indication of fever or other signs of illness, the child must be removed from the Center until all signs of illness are gone for a period of twenty-four (24) hours. If a child becomes ill during the day, the parent will be notified, and the child must be picked up. The child cannot return to the Center until all symptoms have disappeared for twenty-four (24) hours. If your child has a contagious disease such as Chicken pox, Impetigo, Hepatitis, Head lice, Pin worms, Ringworm or Scabies, your doctor must sign a statement giving his approval that the child is no longer contagious and can return to our Center.

## **Injuries**

In case of an accident, no matter how minor, the parents will be notified immediately via Engage App. At that time, the parent will be able to request evaluation by the Emergency Medical Team, come and pick up the child, or leave the child until regular pick up time. If an injury is involved, 911 will be called and the parent notified at once. If the Emergency Medical Team determines that the child needs further medical attention, they will be transferred to medical center. The parents will be responsible for the hospital bill and must contact the Center regarding the filing of a claim for medical bills.

## **Discipline**

When behavior problems occur, the child's age will be considered, to decide if the behavior is age appropriate. You will be notified of behavior problems such as: causing harm to others, disruptive behaviors or other behavior concerns. We will then together develop a plan to improve your child's behavior. We will continue to provide positive guidance and help your child gain self-control and take responsibility for his/her own behavior. If the behavior continues, your child will be excluded from the program for up to 24-48 hours and possibly terminated from the program. Physical punishments or threat of it is never used in our Center. All discipline will be constructive in nature, including methods of diversion, separation of the child from the situation, praise of appropriate behavior, or "time out" according to child's age (example 5 year old = 5 minute time out). No corporal punishment. No child will ever be denied snacks, meals, naps, bathroom rights, or outside play.

## **Habitual Behavioral Problems**

In the event your child has started behaving in an aggressive manner which might cause harm to himself/herself or others such as biting, hitting, kicking, etc., the problem will be discussed with the parent to determine what changes can be made. If the child becomes a habitual behavior problem, we may ask that you remove your child from our Center. Every effort will be made to work with the child and parent before this final discussion is made.

## **Child Release**

Every child must be signed in each morning and signed out each evening. This is extremely important for attendance and to account for all the children in case of a fire or other emergency

situations. No child will be released to anyone other than a parent or person whose name is on file for “child release designee.” If a situation occurs where you need someone else other than the person on your form to pick up your child, you must notify the Center Director and sign a release form to give permission that this person can pick up your child. We cannot deny release of a child to a natural parent unless legal custody documents prohibiting such a release is on file in the director’s office.

## **Child/Abuse Neglect**

The staff is required to report to the Local Division of Family Services, as required by laws, any suspicions of child Abuse, sexual or otherwise neglect or endangerment of which they may become aware.

## **Removing your child from our center**

If you wish to remove your child from our care due to job loss, moving, etc., then you must give the center director two (2) weeks’ notice in writing before doing so. If you do not contact the director in writing before removing your child, then your account will be charged full tuition for each week the center is not contacted. After two full weeks, your child will be dropped from our attendance. Tuition is expected to be paid in full before dropping from enrollment. No tuition refunds will be given.

## **Natural Disasters and Power Outages, Bad Weather**

In case of severe weather please watch the local news Channels 2, 4 & 5 for closing information/snow schedule or call the center and listen to voice mail recording. If the Center is closed and tuition for that week has been paid, then the unused paid days cannot be transferred to another week.

## **Hours Of Operation**

Our Center is open Monday through Friday from 6:00 A.M. to 8:30 A.M. & 4:00 P.M. to 6:30 P.M. EKZ is only open when KIPP School is open.

## **Holidays Closed**

- New Year’s Eve
- New Year’s Day
- Dr. King Day Jan.
- Memorial Day
- July 4<sup>th</sup>
- Labor Day

- Thanksgiving Day and the Friday after
- Christmas Eve
- Christmas Day

If any holidays fall on a Saturday, the Center will be closed on the Friday before. If any holidays fall on a Sunday, the Center will be closed on the Monday after.

If one of these holidays falls on a working weekday, tuition is still paid as if the Center was open and your child was attending. This is how we pay our staff for their dedication to the children.

If your child will be out of town around the holidays, please inform us, so we can staff accordingly.

## **EKZ Emergency Procedure**

Dear Parent / Guardian:

In the event of an emergency Exclusive Kidz Zone has outlined the below response plan. Please know that Exclusive Kidz Zone will make every attempt to notify you, so it is vital that you keep your emergency contact information up to date. Keep this letter with you so that you will know how to contact us in the event of an emergency.

### **Evacuation / Relocation**

- If the emergency is confined to the immediate area at the Exclusive Kidz Zone, e.g. fire, and the children cannot stay on the premises, the children will be taken to Fire Department. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
- If the emergency is more widespread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g., flood, and the children cannot remain in the immediate area, they will be transported to Police Station. The children and staff will remain at this location while you or your emergency contact is notified of the situation.

### **Emergency Care**

- In the event that a child, or all children are in need of a physical exam or emergency care, the child or children will be transported to nearest medical center where they will be examined by a physician, and you will be notified.

### **Notification**

- Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergency.
- Information about the event can be obtained through channel 2, 4 & 5 and on our web site at [www.mykidzzone.com](http://www.mykidzzone.com).

### **Emergency Supplies**

- We encourage you to bring individual emergency packs for each child to keep at our facility that includes a change of clothes, blanket, one day supply of diapers (if necessary), one day supply of formula (if necessary), a few family photos and a comfort item like a teddy bear to help comfort your child during a crisis. These individual packs will be stored in our safe room and only accessed during an emergency.

Please rest assured that Exclusive Kidz Zone staff will always remain with and care for the children during an emergency to ensure the children's safety. As always, please don't hesitate to contact me if you have any questions or concerns.

**Sincerely,**

**Ms. Tenesha Bady, Director**

