



After School Parent Handbook

Introduction

Welcome to Kidz Korner! This program is designed to provide opportunities for each child to build self-esteem, self-confidence and positive relationships. Our goal is to provide all of the children in our care, with a clean, safe comfortable, loving environment where they can play and learn. Our approach to teaching can be described as a sharing of knowledge between child and adult, in a hands-on, child-directed atmosphere. Kidz Korner provides a high-quality early childhood program where the children are active learners in both a structured and unstructured setting. The teachers will develop learning experiences and ask questions that encourage children to think and problem solve. They will nurture and develop the social, emotional, physical and intellectual stages of each child. The children are encouraged through every stage of their development to play, question, think for themselves, and verbalize their feelings; foster positive relationships with their peers and teachers, problem solve, explore and through all of this develop a lifelong love of learning.

Communication

Good communication is of the utmost importance to us. When we accept a new family, we like to be sure that we can share any concerns or questions that may arise. It is important that there is a similar child care philosophy between teachers and parents and administration. We welcome questions and feedback or discussions of any kind that are oriented towards a positive outcome for children.

Enrollment Policy

There are several forms that must be completed and, in our possession, before we can assume the responsibility of caring for your child. There are *NO EXCEPTIONS*. All forms must be updated as necessary. For example: if your address or phone number changes it is your responsibility to get these changes to us. We also look to you to keep us updated on any emergency contact information or medical changes of your child. If you have any questions regarding the completion of these forms, please feel free to ask.

Before you leave your child the first day, you are required to make a visit with your child. Mornings are best due to naptime in the afternoon. This will give you and your child the opportunity to meet the children and teachers in their classroom. This visit is a good time to bring in any items you may wish to leave at the center (e.g. diapers, extra clothing, bedding, etc.) Extra clothing is required for all children. If your child is very uneasy about coming, at least three visits are required to help transition your child. No child will be denied enrollment on the basis of his/her race or religion. Kidz Korner does retain the right to deny enrollment if all

the spots for a particular age group are filled. Kidz Korner will accept a child with special needs, however, if after observation it is realized that we do not have the proper training, equipment and facilities to properly care for a child, a child may be disenrolled.

Enrollment Requirements

- ❖ Children must be currently enrolled in kindergarten and no older than 12 years old.
- ❖ Prior to the start date, parents must submit the child's medical record that includes a complete physical, current immunization record and a TB screening.
- ❖ All registration materials in the parent packet must be completed prior to the start date.
- ❖ *A registration fee plus a two (2) week security deposit, equivalent to two (2) full weeks of your child(ren's) tuition, must be received to complete enrollment and ensure a slot for your child/children. **Note – If your child has not yet attended the center and your family decides not to enroll, your security deposit and/or registration fee is non-refundable.***
- ❖ Parent handbook must be read and signed by parent(s).

Tuition

Tuition may be paid weekly or monthly. Weekly payments are due the Friday before the week's service is provided. Monthly payments are due by the third of every month. A late fee of \$20.00 will be charged if weekly tuition is not paid by Tuesday at 12:00pm for weekly payers or by the third day of the month for monthly payers. If you keep your child home for any reason (illness vacation), you will still be required to pay your tuition on time and in full. Many families find it most convenient to pay by mail if on vacation or in advance, prior to leaving.

If a check is returned due to insufficient funds, a \$50.00 fee will be charged. If two checks are returned due to insufficient funds, all future payments must be made in cash or by certified checks. Child care services will be immediately halted until full payment of tuition and NSF charges have been made.

If your child is picked up after closing time, an additional fee of \$10.00 for the first five minutes, and \$1.00 for every minute thereafter will be charged. This fee is due before your child may return to the center. If there are repeated late pick-ups your child may be withdrawn from Kidz Korner.

If you have more than one child enrolled in our center, you may be entitled to a 10% discount off the lowest tuition rate.

You must give at least two weeks written notice (holidays are not included) if you plan to withdraw your child/children from Kidz Korner for *any* reason. There are no refunds on tuition or registration if you withdraw, however, with proper notification, your tuition deposit can be applied to any remaining balance on your account. **Note – If your child has not yet attended the center and your family decides not to enroll, your security deposit and/or registration fee is non-refundable.** Please keep in mind that all notification to withdraw a child must be received in writing. Any outstanding fees must be paid on or before the child's last day. If it becomes necessary for Kidz Korner to resort to legal action to collect fees, the parent(s)/guardian(s) will be responsible for any legal fees incurred on the part of Kidz Korner.

Kidz Korner will give parents a minimum of 14 days notification of any tuition or fee changes.

Subsidy

Parents/Guardians who are subsidized by any other person or organization are completely responsible for all registration and deposit expenses we require. Any tuition accrued not covered or paid for by the subsidy organization is the responsibility of the parent/guardian.

Registration Fee and Security Deposit

When you make the decision to place your child at our center you are required to pay a \$50.00, non-refundable registration fee per child and a two (2) week security deposit equal to two (2) weeks of tuition. If there are multiple children enrolling, each child requires their own registration fee and two (2) week security deposit. (This will allow us to secure a spot for your child.) The registration fee is an annual fee and will be due each year on the anniversary of your child's start date. Subsidized families are required to pay the security deposit and registration fee as well.

Vacation Days/Half Days/Snow Days

Snow Days: Kidz Korner may be open on snow days depending on the severity of the storm. If we are open, the hours of care may fluctuate. Our opening/closing times will be posted on local TV stations (see Weather Emergencies and Closings). We will also post our updates for individual centers on our Facebook and Instagram pages. If we need to close during the day due to inclement weather and the children are already in our care, parents will be called as well as information updated on the school closing networks.

Half Days/Vacation Days: Parents must sign up in advance for these days. Sign-ups must be returned by the designated date given on the sign-up sheet given by the director. This is

extremely important for staffing purposes. No sign-ups will occur after the designated date. *There will be no exceptions to this!* On half days, Kidz Korner is open from 11:30a – 6:00pm. On full days (Vacation/Summer) hours of operation are 7:00a – 6:00pm. *If a parent signs up for a vacation or half day for their child, payment is required whether the child attends on that day or not.*

Curriculum

To offer stimulating activities during the critical times of a child's day. Research indicates that students that re enrolled in a quality after school program show significant benefits. At Kidz Korner, the children are engaged in a program that offers structure with choice. A typical daily schedule will include times for active and quiet play (both indoors and outdoors), free choice and teacher directed activities, homework time and snack time. During summer camp, children may also take weekly field trip or have weekly visitors for additional curriculum reinforcement and entertainment.

Homework Policy

Homework time is offered to the children. Kidz Korner staff will remind your child about homework, but staff can only encourage your child to complete his/her work. Although, staff are available to help with homework questions, and for positive reinforcement, it is the child's responsibility to stay on task and complete their homework. Please keep in mind staff are not responsible for check/correcting homework. It is our recommendation that parents review all homework completed at the center with your child at home.

We believe that parents make a vital contribution to their child's homework and your input and suggestions are very important to us. To help make homework completion easier, we ask that you talk with your child about what homework completion is expected while they are at Kidz Korner. This should be a verbal understanding between a child and their parents. Children will never be forced to complete their homework while they are in our program.

Soiled Clothing

The centers for Disease control of the United States Public Service require that clothing which has been soiled with bodily fluids be placed UNRINSED in a bag. The bag will be put in the child's cubby and picked up by the parents at the end of the day.

All personal belongings should be labeled with a child's first and last name

Closing Policy

We ask that you make every effort to pick-up your child before the center closes. Please respect the staff's after-hours family and additional responsibilities. By policy our staff may not take your child home with them.

If your child is left in the center after closing, the administration will take the following measures:

1. Try your contact phone numbers.
2. Call your emergency contacts.
3. If these steps are unsuccessful, the administration will contact the community authorities.

** Appropriate late fees will be charged**

Weather Emergencies/Closings

In the event of severe weather conditions Kidz Korner reserves the right to close or have a delayed opening. Please watch News Channel 6, 10, 13 or listen to B95.5 for any closings or delays. The After-School hours during the school year are 2:00pm to 6:00pm, the center hours during vacation/snow/holidays are 7:00a to 6:00pm, during which time you are allowed to have your child attend for a maximum of 9 ½ hours and the hours for half days are 11:30a to 6:00pm. Summer camp hours are 7:00a to 6:00pm, during which time you are allowed to have your child attend for a maximum of 9 ½ hours. We reserve the right to close for circumstances beyond our control, such as heat loss in the building, power outage, etc.

Emergency Evacuation

Evacuation drills are held regularly at Kidz Korner. Should an emergency occur which requires evacuation of the center; you will be notified as soon as possible. You will be asked to pick up your child if the emergency is expected to last a significant period of time. Listed below are the evacuation sites for each center:

After School – CVS or Hannaford, corner of routes 146 and 20.

In case of Injury

If your child is injured at the center, you may want to consult with your family physician to determine whether the nature of the injury requires medical attention. If your child requires immediate medical attention the proper emergency steps will be taken. If your child receives a small injury during the day, an incident report form will be completed by his/her teacher, and a

parental signature will be required. If your child receives an injury from another child, names will be kept confidential.

Confidentiality is of the utmost importance during these sensitive times, it is expected by all parents and staff at our center. If you feel that confidentiality has been breached in anyway please inform a director immediately. Parents must understand that although safety is our number one concern, this is group care and hurting behaviors are more prevalent in a group care environment

Management of Illness

Kidz Korner's policy is to care for only well children. At no time do we provide care for sick children. Children will be excluded if the symptoms or illness prevents the child from participating in activities and/or poses an increased risk to the child or other children in the program.

Do not bring your child to the center if he/she is not well enough to participate in a normal day's activities or if he/she has been exposed to a contagious disease, develops symptoms of a contagious disease, or is diagnosed by a physician as having a contagious disease. If your child is too sick to go to school, he/she is too sick to come to after school.

Children will be visually screened when they arrive. If your child appears ill upon arrival you will be asked to take him/her home until he/she is not contagious or is able to withstand a normal day, including outdoor time. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick up their child within 30 minutes. If a parent can not be reached, the emergency contact person will be called and asked to come pick the child up. In the event of a serious illness or injury, at the discretion of the administration, paramedics will be called and your child will be transported to an emergency medical facility.

Guidelines for the Management of Illness

This information was derived from various state child care and health department agencies. Please keep your child at home if he/she develops any of these symptoms of contagious disease until he/she is no longer symptomatic. If any of these symptoms arise while your child is at Kidz Korner he/she will be sent home. *Please note, although we may recommend your child be seen by his/her physician, opinions may vary and **Kidz Korner's health policies will always be strictly enforced.** If your child acquires an illness that is not listed in this handbook it is your responsibility to contact Kidz Korner so that we can consult the necessary medical experts to*

obtain protocol. Once protocol is obtained it is again, the parent's responsibility to follow Kidz Korner policy.

Fever of 100 degrees F or above: Fever is defined as having a temperature of 100 F or higher taken under the arm (axillary), 101 F taken orally, or 102 F taken rectally. A child needs to be fever free for a minimum of 24 hours before returning to Kidz Korner, that means the child must be fever free without the use of any fever reducing medication. It is strictly against Kidz Korner policy to give your child fever reducing medication to mask illness/symptoms prior to bringing him/her to the center. This may result in immediate withdrawal of your family.

Diarrhea: Three (3) or more loose stools in a 24-hour period. Bloody stool of any kind, grey/white.

Vomiting

Severe Cough

Difficult or rapid breathing

Yellowish skin or eyes

Redness of eyelids or eyes or discharge of the eye

Mouth Sores

Unusual spots or an unidentified rash

Sore throat or trouble swallowing

Infected skin patches

Severe itching of body or scalp

Unusually cranky, less active behavior

Headache and stiff neck

Tea colored urine/blood in urine

Loss of appetite

Post-Illness Re-Admission Criteria

Illness

Keep your child home until

Ear Infection

Child is fever free, can withstand a normal day

Diarrhea and Vomiting

A symptomatic for 24 hours

Bacterial Meningitis

Local health department certificate

Chicken Pox

One week after onset of rash and until chicken pox are scabbed over

Coxsackie Virus

Fever free, blisters are no longer visible

Diphtheria

Five days after antibiotic treatment

Hemophilus (H-Flu, Hib)

Provide local health department certificate

Impetigo

24 hours after treatment began, rash must be covered until gone

Infestations (lice, scabies)

Until child is completely nit, scabies etc., free and has had appropriate and recommended treatment by the State Health Department

Measles

Six days after onset of rash

Rubella

Seven days after onset of rash

Mumps

Nine days after onset of swelling/until a symptomatic

Whooping Cough

Five days after antibiotic treatment has begun

Conjunctivitis

24 hour after antibiotic treatment

Pneumonia	24 hours after antibiotic treatment, able to withstand a normal day
Ring Worm	24 hours after antibiotic treatment, rash must be covered until gone
Strep Throat	24 hours after antibiotic treatment has begun
TB	24 hours after antibiotic treatment has begun
Thrush	24 hours after anti fungal treatment has begun

Please note under no circumstances is a child allowed to return to Kidz Korner with a fever. All children must be fever free for 24 hours before returning to the center and must be able to withstand a normal day's activities

Required Reporting

For the protection of all children and staff, we ask that you notify the center within 24 hours after your child has developed a known or suspected communicable disease, or if any member of the child's immediate household has a communicable disease. If we become aware of a communicable disease affecting children in the center, a health alert will be posted. We will attempt to communicate to you the earliest symptoms so additional exposures can be avoided. It is extremely important that all families keep Kidz Korner informed of all illness.

Kidz Korner employees are mandated reporters. We have a legal and moral obligation to the well being and safety of children. If at any time a child's safety is in question, we will take the necessary steps.

Confidentiality and Solicitation

Information pertaining to a child is kept confidential at all times. Records may be reviewed by regulatory agencies for information that may be pertinent to a child's well being and safety. Student files are confidential and only available to administrative staffing in order to maintain current records. We request that all parents will follow our confidentiality policies. Failure to do so may result in the disenrollment of your family.

At no point in time is the solicitation of Kidz Korner staff tolerated. As a courtesy to parents we allow staff to baby-sit for families after hours. If this policy/privilege is abused in any way Kidz Korner will disenroll your family and proceed with legal ramifications.

Drop off and Pick up

Parents are required to sign their child in and out each day. In order to assure the safety and well being of everyone at the center, we ask that parents enter and exit through the front door only. Children are always to be walked into the building and placed with a Kidz Korner employee before parents leave the center. No child may be left at the center without completing the sign-in process. No child is to be left unattended by a parent for any period of time. Please do not leave your child or their siblings unattended or unsupervised for any reason. Please do not let children open and close doors. The center doors are very heavy and could easily injure a child.

We have a no cell phone policy for parents that are entering the center to drop off or pick up their children. This is a safety concern for the obvious reason that talking on a cell phone can be very distracting. Pick up and drop off is a time when attention should be focused on transitioning your child/children safely to and from day care.

Here at Kidz Korner we have a policy that your child can only be here 9 ½ hours per day. It is our philosophy that a longer day would just be too difficult for a young child to be expected to withstand. Our staff work a 9-hour day, therefore, in order to maintain ratios and consistency throughout the day we ask that you adhere to the 9 ½ hour day for your child. We also ask that you maintain the same time for drop off and pick up every day.

Children must be transported according to NYS Motor Vehicle Laws. There are no exceptions to this! For the well being of your child Kidz Korner will not allow a child to be driven in a vehicle without being in a car seat or proper restraint system for their age. We are mandated reporters and therefore, we will report any violation to the local authorities as well as Child Protective Services.

We appreciate families considering our schedule when picking up and dropping off their children. It is better if arrivals and departures do not occur during nap time, but when they do, please take note of the fact that children are sleeping. Come and go as quietly and quickly as possible. Children who arrive during nap time will be expected to rest or play quietly until their rest period is over. If you do not feel that your child can come in and settle down without difficulty, please wait until nap is over to drop him/her off.

We request that if your child will be absent or late that you call the center. This is extremely important for staffing purposes, an accurate lunch count (if a full day), illness tracking and most importantly safety of your child/children. If you do not call us with daily information, we may

not have a lunch available and may not be able to accommodate the staffing needs to add an additional child to the center. You must call the center by 9:30 am if your child/children will be absent or will be having an extra late arrival or will not be taking the school bus as planned.

When you pick up your child at the end of the day, please check your child's cubby for notes, artwork or soiled clothing. Please notify your child's teacher of his/her departure and sign-out on the computer at the front entrance. No child will be released to anyone without your authorization. If custody is an issue, we must have a notarized court order on file outlining the custody arrangement. Identification will be required from any person picking-up your child. Kidz Korner will not release a child to any person that cannot or does not upon request, present a valid driver's license or proof of identity and does not have previous parental authorization.

If, for any reason it deems appropriate for the preservation of the safety and well being of the children and staff in the center, Kidz Korner has the right to temporarily or permanently exclude any person from the center, including a parent who is likely to pose a risk to the center or who fails to conduct him/herself in a manner befitting a child care environment. Prohibitions include, but are not limited to: profanity, yelling, threatening, aggressive, violent behavior, or intoxication.

Clothing/Personal Belongings

Each child is assigned a designated space to store personal belongings. We ask that you bring at least one change of seasonally appropriate clothing for your child to keep at the center and an extra sweater or light jacket. Please be sure that it is labeled with first and last names. If your child needs a pillow with which to sleep, please be sure that it is a *travel size*, as space is limited.

Space here is limited. We do not have room for a car seat storage area. Please make the necessary arrangements ahead of time so your child can still ride safely. Anyone coming in with a car seat will be asked to take it back.

Children should arrive dressed for play. We like to have fun!! Having fun involves outdoor play and sometimes messy activities. *Please make sure that your child is dressed appropriately.* Clothing should be comfortable and seasonally appropriated for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather. Swim suits, towels, and swim shoes for summer. Sunscreen can be applied at a parent request with a signed authorization form. Sunscreen is recommended for all children.

Any item brought to the center must be labeled with first and last names. Guns and war toys are not allowed and may not be brought to the center. Any child who brings a gun, knife, or other weapon to the center will be dismissed. Please note that we are not responsible for lost items, including toys, sippy cups, bottles, bedding, clothing, etc. Please label all of your child's items, including, coats, boots, blankets, pillow, etc. Please emphasize to your child that they may not want to bring something in to the center that is special or expensive and that it must be put away when asked.

Medication

We prefer that parents administer all prescription and over-the-counter medications at home before and after center hours. If a child has been given medication at home, please fill out a *Medication Administered at Home* slip and hand it into the office. **For safety reasons, it is extremely important that we be aware of any medications that your child may have received prior to coming to school.**

Should a prescription require that medication be given while your child is at the center, Kidz Korner is licensed to administer such medication provided that we obtain the following:

- ❖ *Medication Consent Form completely filled out by your child's healthcare provider (must be an MD), the center director, and yourself.*
- ❖ *Please note the Medication Consent Form must be filled out completely and accurately otherwise the medication will not be administered to your child.*
- ❖ *The labeled bottle of medication in its original packaging with all leaflet information (prescription medications must be accompanied by the pharmacy medication leaflet).*

Group Placement/Transition

Upon enrollment, your child will be placed in a group based on his/her chronological age. Each child's advancement or transition is based on chronological age, developmental readiness, and availability of space. Parents will be given notice of all transitions prior to their child moving.

In the early mornings and late afternoon, age groups may be mixed. Children arriving early or staying later in the afternoon, may be assigned to a transitional room as teacher's open or close rooms accordingly. Infants will never be mixed with children over 18 months.

Behavior Management

Expected behavior is based on the child's developmental level. Initially, a few simple and understandable age appropriate rules are established. These rules set the limits of behavior for the safety and protection of the children. Adults are firm, consistent, and supportive in their approach. Spanking, physical abuse, verbal abuse, name calling or isolation will never be used to discipline a child. Neither food nor sleep will ever be withheld from children as a means of punishment. Children are encouraged to use their words to resolve conflict whenever possible, or are redirected to alternative activities as necessary.

Our overall goal is to help each child develop self-control. We ask you to support us in modeling positive behavior with all the children at the center. Please do not use developmentally inappropriate language or harsh discipline measures while at the center or in front of any of the children. Please do not discipline other children that are enrolled in the program. Any concerns should be brought immediately to center staff. On occasion a child may appear to have difficulty in a classroom for various reasons. It's our policy to talk with parents and come up with a plan to help support the child. If the plan does not work, we would then recommend having an outside source evaluate the child and we would look to them for recommendations. As a last resort we would withdraw the child. We have found with past experience that sometimes a child requires a behavior plan or individual support that Kidz Korner can not provide.

Outdoor Play

Outdoor play in the fresh air contributes to a child's good health and overall development. It is a time to exercise the large muscle groups. Children remain inside when the weather is inclement (raining and icing) or in EXTREME hot or cold. Teachers strive to get the children outdoors each day. If your child is too sick to go outdoors during their after-school day, please have them remain home. This is a group care setting and all children will be going outdoors. Please help us to help your child understand that this is a very important part of their day.

Relaxation Time

On full care days we feel that all children need some down time to relax and rest. Relaxing and quiet activities are provided for them for a 45-minute relaxation period.

Nutrition

On full care days Kidz Korner will provide two snacks daily, morning snack is at 9:00 am and afternoon snack is at 2:00 pm. Morning snack consists of breakfast like foods (cereal, bagel,

etc.) Lunch *must* be provided by parents. If you know that your child will not eat a particular snack, you may provide one for them. *Please be sure that any food you choose to bring in for your child is healthy and ready made, it should not require any preparation.* If your child comes to Kidz Korner without lunch, parents will be contacted ASAP to bring a lunch in for the child. If you are unable to provide a lunch for your child, one will be provided for you and you will be charged a *minimum* of \$5.00 per meal, that must be paid in full at pick up. In fairness to the other children please do not send in cookies, candy or other sweets, as all the children will want that particular snack. If your child does bring in food that is not healthful, he/she will be asked to put it away until it is time to go home. Please label any food brought into the center and be sure that it is properly sealed to prevent spoiling and include a cold pack.

Lastly, only provide food for your child that he/she has eaten at least twice before to reduce allergy risks. If your child requires a special diet or cannot eat certain foods it will be the parent's responsibility to provide an appropriate alternative snack. We have a designated snack for each day. Children will not be given a choice. A "back-up" snack would be a good idea for all children to bring and keep in their cubby for days that they dislike something, or cannot have a certain snack.

Dismissal from Program Policy

Please be aware that should one of the following situations arise, Kidz Korner may withdraw your child from the center immediately and your deposit may be forfeited:

- ❖ Failure to pay your tuition on time. Tuition is due in advance for the upcoming week. Allowance is not made for occasional absent days. Each week, a late fee will automatically be assessed if tuition is not in by Monday. Delinquent accounts will be turned over to our collections department and could incur additional late fees. Services will be discontinued until the account is current.
- ❖ Verbal abuse by yourself, your child or any "authorized pick-up" to other children, Kidz Korner Staff or another parent. Our goal is to ensure the safety of everyone in our center at all times. A child's/parents, language, or behavior, which is hurtful to other children or staff, such as profanity, sexual language, humiliating behavior, throwing rocks, furniture, toys or anything harmful is inappropriate and unacceptable.
- ❖ If your child bites or hurts another child excessively and/or has an extreme behavior problem and we are unable to get this behavior problem under control.

- ❖ Refusal to pick up your child if they are sick, or continually dropping your child off when they are ill, is grounds for dismissal from the center. Children need to be picked up within thirty minutes of notification of exclusion.
- ❖ Excessive lateness. It is the parent's responsibility to maintain a 9 ½ hour day for your child/children and to pick up your child prior to the closing time of the center.
- ❖ Failure of a child to adjust to the center after a reasonable amount of time.
- ❖ Lack of parental cooperation.
- ❖ For any other reason Kidz Korner deems appropriate for the well-being of the center and the preservation of the proper child care environment.

Website Information:

Please visit <http://kidzkornerchildcare.com> for more information, our “Frequently Asked Questions” section, and additional helpful links.

Find us on Facebook at: <https://www.facebook.com/kidzkornerlearningcenter/>

Find us on Instagram: @kidz__korner

Parent Signature Page

I, _____ the parent/guardian of _____ have read the Kidz Korner Parent Handbook and fully understand Kidz Korner’s policies and procedures. I agree and comply with any and all policies hereby stated in this handbook. I understand that violating these policies will jeopardize my child’s enrollment at Kidz Korner. I understand that the policies in this handbook are subject to change without notice.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Center Director Signature _____ Date _____

Please note that both parents/guardians must sign the signature page if applicable

