



STANDARD ENROLLMENT FORM AND APPLICATION FOR CHILD CARE

First Parent/Guardian Information

Mr Miss Mrs Ms Dr

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers: Home: _____ Work: _____ Cell: _____

Drivers License State/No.: _____ Social Security No.: _____

Employer Name: _____ Job Title: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Second Parent/Guardian Information

Mr Miss Mrs Ms Dr

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers: Home: _____ Work: _____ Cell: _____

Drivers License State/No.: _____ Social Security No.: _____

Employer Name: _____ Job Title: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Child Information

Last Name: _____ First Name: _____ Initial: _____

Gender: M or F Date of Birth: ___/___/___ Nickname: _____

Any restrictions, special needs, allergies or medical needs for your child? YES or NO

If yes, please provide details: _____

Any legal custodial restrictions? YES NO If yes, please attach court documents.

Schedule: Days: M T W Th F Hours (maximum of 9.5 hours): ___am to ___pm

Start Date: _____

Parent Signature: _____

Date: _____



PARENT QUESTIONNAIRE

Child's Name: _____ **Date of Birth:** _____ **Age:** _____

Parent's Name: _____ **Parent's Name:** _____

Siblings: Name: _____ Age: ____ Name: _____ Age: ____

Name: _____ Age: ____ Name: _____ Age: ____

Name: _____ Age: ____ Name: _____ Age: ____

Other persons living in the household:

Name	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

Allergies and reactions: _____

Previous child care arrangements: _____

Primary language spoken at home: _____

Do you have any concerns regarding your child's development? If so what are they?

Current sleep schedule: _____

Current eating schedule: _____

Favorite foods: _____

Least favorite foods: _____

Favorite things to do: _____

Teething information: _____

Diapering information: _____

Additional information: _____

Please note: Infants are on an "on demand schedule", they will sleep and eat on demand while at the center, the information above is to help us get to know your child better.

Parent Signature: _____ **Date:** _____



PARENT PERMISSION FORM

Child's Name: _____

Authorization for Medical Treatment of a Child

In the event of an emergency requiring a physician's care, I authorize for emergency purposes only, a designated employee of the center to transport my child by ambulance, and consent to any necessary examination, anesthetic, medical diagnosis, and/or any other hospital care to be rendered to the minor under the general supervision and advice of any physician or surgeon licensed to practice medicine in the state of New York.

Parent Signature: _____

Date: _____

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. Our emergency site is **CVS or Hannaford, corner of Routes 146 and 20**. For emergency situations, we have your permission to evacuate the premises and your child.

Parent Signature: _____

Date: _____

Please list emergency contacts in the order of preference, including parents:

1) Name: _____ Relationship to Child: _____
Address: _____
Daytime Phone Numbers: work () _____ home / cell () _____

2) Name: _____ Relationship to Child: _____
Address: _____
Daytime Phone Numbers: work () _____ home / cell () _____

3) Name: _____ Relationship to Child: _____
Address: _____
Daytime Phone Numbers: work () _____ home / cell () _____

4) Name: _____ Relationship to Child: _____
Address: _____
Daytime Phone Numbers: work () _____ home / cell () _____

5) Name: _____ Relationship to Child: _____
Address: _____
Daytime Phone Numbers: work () _____ home / cell () _____

AUTHORIZATION FOR CHILD PICK-UP FORM

Child's Name: _____

List the names of at least 2 individuals, in addition to parents, who are authorized to pick up your child. If anyone else will be picking up your child, it is imperative that you notify the center director, in writing on or before that day. Kidz Korner will not release a child to anyone who is not authorized in writing to pick up.

Parent Signature: _____ Date: _____

Please list all individuals authorized to pick your child up, including parents:

1) Name: _____ Relationship to Child: _____
Address: _____
Daytime Phone Numbers: work () _____ home / cell () _____

2) Name: _____ Relationship to Child: _____
Address: _____
Daytime Phone Numbers: work () _____ home / cell () _____

3) Name: _____ Relationship to Child: _____
Address: _____
Daytime Phone Numbers: work () _____ home / cell () _____

4) Name: _____ Relationship to Child: _____
Address: _____
Daytime Phone Numbers: work () _____ home / cell () _____

5) Name: _____ Relationship to Child: _____
Address: _____
Daytime Phone Numbers: work () _____ home / cell () _____

6) Name: _____ Relationship to Child: _____
Address: _____
Daytime Phone Numbers: work () _____ home / cell () _____

7) Name: _____ Relationship to Child: _____
Address: _____
Daytime Phone Numbers: work () _____ home / cell () _____

8) Name: _____ Relationship to Child: _____
Address: _____
Daytime Phone Numbers: work () _____ home / cell () _____



CONSENT AND RELEASE FORM

Photography Consent

On various occasions, your child may be photographed while at Kidz Korner Learning Center. These photographs may be used in program planning and/or public relations. They also may be used in various types of advertising, or by public television, newspapers, magazines, electronic or digital communications. Please note this includes our website. For this reason, we request that each parent sign the following release:

I hereby, give, or do not give Kidz Korner Learning Center, the absolute right and permission to copyright and/or publish, or use photographic portraits or pictures of my child, or reproductions thereof in color or otherwise, made through any media for art, advertising, trade electronic or digital communications or only lawful purpose whatsoever. These pictures may be used in conjunction with his/her own or fictitious name.

___ **NO**, I do not grant ANY permission – Photos **CANNOT be used INSIDE or OUTSIDE** the Kidz Korner facility.

___ **YES**, I do grant internal permission – Photos **can be used INSIDE** the Kidz Korner facility, **ONLY**.

___ **YES**, I grant full permission – Photos **can be used INSIDE or OUTSIDE** the Kidz Korner facility.

Parent Signature: _____

Date: _____

After Hours

If your child has not been picked up by closing time, it is the responsibility of the Center Director or representative to attempt to contact the parents and every authorized person listed. If no contact can be made to arrange a pick up, legal authorities must be notified. If these authorities are also unable to make a contact, the child must be cared for as directed by the authorities. The staff are not permitted to remove the child from the child care center.

Parent Signature: _____

Date: _____

I, _____ the parent of _____, do hereby release and hold harmless Kidz Korner and its employees from any liability or accident that may occur outside the child care premises should I retain the services of any Kidz Korner employee for the care of my child. I also agree not to solicit Kidz Korner employees for the care of my child outside the child care premises. I also agree not to solicit Kidz Korner employees away from the child care center.

Parent Signature: _____

Date: _____

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
CHILD IN CARE MEDICAL STATEMENT

To Be Completed By Licensed Physician, Physician's Assistant or Nurse Practitioner

Name of Child:	Date of Birth:	Date of Examination:
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Immunizations required for entry into day care

Yes No

Medical Exemption The physical condition of the named child is such that one or more of the immunizations would endanger life or health. Attach certification specifying the exempt immunization(s).

Diphtheria, Tetanus and Pertussis (DPT) Diphtheria and Tetanus and acellular Pertussis (DTaP)	1 st Date	2 nd Date	3 rd Date	4 th Date	5 th Date
Polio (IPV or OPV)	1 st Date	2 nd Date	3 rd Date	4 th Date	
Haemophilus influenzae type B (Hib)	1 st Date	2 nd Date	3 rd Date	4 th Date OR 1 st Date (if given on or after 15 months of age)	
Pneumococcal Conjugate (PCV) for those born on or after 1/1/08)	1 st Date	2 nd Date	3 rd Date	4 th Date	
Hepatitis B	1 st Date	2 nd Date	3 rd Date		
Measles, Mumps and Rubella (MMR)	1 st Date	2 nd Date			
Varicella (also known as Chicken Pox)	1 st Date	2 nd Date			

Other Immunizations may include the recommended vaccines of Rotavirus, Influenza and Hepatitis A

Type of Immunization:	Date:	Type of Immunization:	Date:
Type of Immunization:	Date:	Type of Immunization:	Date:
Type of Immunization:	Date:	Type of Immunization:	Date:

Tests

Tuberculin Test Date: ___ / ___ / ___ Mantoux Results: Positive Negative _____ mm
 TB Tests are at the physician's discretion. Acceptable tests include Mantoux or other federally approved test.
 If positive, or if x-ray ordered, attach physician's statement documenting treatment and follow-up.

Lead Screening Date: ___ / ___ / ___
 Attach lead level statement
Lead Screening (Include All Dates and Results)

1 year ___ / ___ / ___ Result: _____ mcg/dL Venous Capillary
 2 years ___ / ___ / ___ Result: _____ mcg/dL Venous Capillary

Most recent date of lead screening (if different from above):
 ___ / ___ / ___ Result: _____ mcg/dL Venous Capillary

Per NYS law, a blood lead test is required at 1 and 2 years of age and whenever risk of lead poisoning is likely.
 If the child has not been tested for lead, the day care provider may not exclude the child from child day care, but must give the parent information on lead poisoning and prevention, and refer the parent to their health care provider or the county health department for a lead blood screening test.

(Continued on reverse side)

CHILD IN CARE MEDICAL STATEMENT *(continued)*

Health Specifics	Comments
Are there allergies? (Specify) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is medication regularly taken? (Specify drug and condition) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is a special diet required? (Specify diet and condition) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any hearing, visual or dental conditions requiring special attention? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any medical or developmental conditions requiring special attention? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Summary of Physical Exam

Include special recommendations to child day care providers

On the basis of my findings as indicated above and on my knowledge of the named child, I find that: he/she is free from contagious and communicable disease and is able to participate in child day care.

Yes No

Signature of Examiner	Address
Please Print Name	City, State, Zip
Title	() Phone Date

Religious Exemptions

Public Health law Section 2164 allows a child to be religiously exempted from immunization. A written and signed statement from a parent, parents or guardian of the child stating that they object of the immunization of their child due to their sincere and genuine religious beliefs should be submitted to the day care owner, operator or administrator who shall determine whether the statement of religious belief is acceptable.



Child's Schedule

I understand that there is a 9½ hour time limit to my child's day at Kidz Korner. For example, if I drop my child off at 7:00am, I must pick him/her up by 4:30pm. If I drop my child off at 8:30am, I need to pick up by 6:00pm. If there is an unusual circumstance such as a Doctor appointment and I drop my child off late, I understand that I still need to pick my child up at his/her normal pick up time in order to avoid a late pick-up fee.

Please use the space below to fill in your child's drop off and pick up times:

Drop off time: _____ **Pick-up time:** _____

I understand that late pick-up fees will be charged as follows if my child is not picked up after the time noted above.

Late pick-up fees: \$10.00 for the first 5 minutes and \$1.00 for each minute after

My signature below acknowledges that I have read and understand that my child's attendance at Kidz Korner cannot exceed 9 ½ hours per day. I also understand that if I do not pick up my child before the pick-up time noted above that late pick fees will be assessed.

Child's Name

Parent's Signature

Date

Parent's Signature

Date

PARENT OBLIGATION

All fees are non-refundable: Please initial on each line provided.

___ **Annual Registration Fee:** \$50.00 per child

___ **Tuition payments, (choose one)**

___ **Monthly payments:** \$_____ due on the 1st of the month. A late fee of \$20.00, per week until payment is received, will be charged if tuition is not received by the 3rd of the month.

___ **Weekly payments:** \$_____ due on Friday BEFORE the week of service is provided. A late fee of \$20.00 will be charged if tuition is not received by Tuesday of the week of service.

___ **Deposit:** Two weeks tuition \$_____. The deposit will be applied to the LAST two weeks of enrollment, provided that a two week written notice has been given.

___ **Returned Checks:** \$50.00 service fee, after 2 returned checks only cash or money order accepted.

___ **Sibling Discount:** 10% discount on the child with the least expensive tuition. Discounts cannot be combined, one per child.

___ **Schedule:** A 9½ hour MAXIMUM schedule must be set up prior to enrollment. Any time spent over 9½ hours will result in a late pick-up fee.

___ **Late Pick Up:** \$10.00 for the first 5 minutes, and \$1.00 for every minute thereafter.

Fees are subject to change at the discretion of the Center Management

- Tuition is based on a child's classroom placement not on a child's age.
- Two nutritious snacks, lunch and beverages will be served daily for all full time children. It is your responsibility to provide the food for your infant or toddler who is not yet on table food.
- Clean clothes, bottles, and bedding must be labeled with child's first and last name with a black permanent marker.
- All grooming materials will be supplied by the parents, such as cream and lotions (also labeled).
- Disposable diapers must be provided by you for your child. If supplied by the center there will be a \$3.00 charge per diaper.

Holiday Schedule

School will be closed on the following days. The center may also close early on Christmas Eve and New Year's Eve. In addition the school may be closed for weather related reasons. Tuition is still due for these days.

Labor Day	Thanksgiving Day	New Years Day	Memorial Day
Columbus Day	Day after Thanksgiving	President's Day	Fourth of July
Veteran's Day	Christmas Day	Good Friday	

If your child does not attend program for any reason, including but not limited to illness and vacations, you will be required to pay your tuition in full for that period of absence (as part of your contractual agreement with us). Your child can not re-enter the center without payment in full. Should administration make any written/verbal arrangements to accept your child after this temporary absence, you will be obligated for any outstanding tuition balance.

Termination of Enrollment by Kidz Korner

In certain circumstances, it may be necessary for the center director to decide to discontinue a child's enrollment. Such a decision would be based on whether it is in the best interest of that child, the other children in the class, or overall operation of the center to terminate enrollment. This could be the result of the parent, child or parent representatives actions. Every effort will be made to correct a problematic situation before a final decision is made. Termination of enrollment may be the result of the following:

- Non-payment of tuition
- Disruptive or dangerous behavior
- The center's inability to meet the child's needs
- Continued violation of our sick policy
- Abuse of staff, children, or property

I, the parent of _____ have read the above tuition agreement and obligations to the center and fully understand the reasons for this implementation.

Parent's Signature _____

Date _____

Parent's Signature _____

Date _____

Parent Handbook 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



Kidz Korner Childcare Center Behavior Management Policy

Children are expected to comply with all Childcare Center Rules and Policies in addition to the Behavior Management Policy.

A parent or guardian is required to sign a copy of the Behavior Management Policy for each child at the time of enrollment and every year after which the child is enrolled. A parent is also required to sign an Incident Report at the time a child's behavior is inappropriate. However, a parent's refusal to sign an Incident Report does not excuse inappropriate behavior of a child and does not prevent dismissal of the child if behavior warrants dismissal.

The basic policy includes methods such as talking to the child about the problem, removal of the child from the group, use of positive redirection whenever possible, behavior modification plans, and/or consulting with parents. Parents contacted about behavior problems are expected to cooperate with staff in assuring the elimination of inappropriate behavior. One of the goals of our behavior process is to help children develop self-discipline and give them choices whenever possible. Corporal punishment, time out and yelling by the staff are not acceptable means of disciplining children in the program.

Limits are set on behavior to provide a safe and caring environment where children can play and learn. Limits are set for three primary reasons: 1) to prevent children from injuring themselves or others; 2) to prevent the destruction of property, materials, or equipment; 3) to help children learn respect for themselves, other children, and adults.

A child may be immediately dismissed from the program if the child's behavior is determined to be detrimental to the child or to the well-being of others in the program. Immediate dismissal of an entire family may occur in the event of inappropriate behavior of parents who are on school property. Adults are expected to model the desired behavior that is expected of the children. Profanity, threats, or disruptive behavior will not be tolerated.

If a child has specific behavior issues, every effort will be made to implement a behavior management program consistent with efforts being made at the child's home and school. If a child's behavior indicates that the Kidz Korner is not able to meet his or her needs, the Director will contact the child's parents to arrange a meeting to be held within 24 hours. A parent or staff member may also request a meeting: staff, and other professionals providing services to the child may be asked to attend the meeting. An action plan will be developed that establishes reasonable, attainable objectives for the child. A copy of the plan will be given to the staff and to the child's parents. A log will be kept of the child's progress. If the Program Director and General Manager feels Kidz Korner cannot accommodate the needs of the child, or if the objectives established for the child are not met, Kidz Korner reserves the right to terminate the child's enrollment.

Any child who does not accept the physical boundaries of Kidz Korner Childcare Center, or exhibits behavior that threatens his or her wellbeing, or the wellbeing of others, is subject to dismissal without notice. Any inappropriate behavior by a parent, including verbal abuse of a child or staff member, or confrontations with staff members in the presence of a child, is grounds for termination of the family's enrollment at Kidz Korner without notice.

A child who is dismissed due to behavior issues will no longer be eligible to attend at any time.

By signing below, I understand and agree to the terms detailed above.

Name of Child _____

Printed Name

Signature

Date

KIDZ KORNER
PARENT HANDBOOK ADDENDUM
Head Lice Policy

Change to Guidelines for the Management of Illness Section (page 6).

Effective July 12, 2010, our new policy is as follows:

If a child is found to have head lice (either eggs or live bugs), their parents will be notified to pick up the child from program, within 30 minutes of the call being placed. The child will be excluded from program for a minimum of 48 hours, during which time they will need to receive the appropriate treatment recommended by State Health Department. Prior to returning to program, the parent must call and make arrangements to bring in the child to be checked by the director to ensure they are lice free. Until clearance is given by the director, the child may not return to program. If a child is transported to program via the school bus without being given clearance by the director, drop off will be denied and the child will be returned to the school.

I, _____ the parent/guardian of _____ have read and understand the above addendum to the Kidz Korner Parent Handbook. I agree to comply with this change and understand that any violation will jeopardize my child's enrollment at Kidz Korner. I understand that this policy and those in the handbook are subject to change without notice.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Center Director Signature

Date

KIDZ KORNER
PARENT HANDBOOK ADDENDUM

Reasons for Exclusion from Program

Change to Guidelines for the Management of Illness Section (page 5-6).

Effective September 26, 2017, our new policy is as follows:

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 illness 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. If you are called to pick up your child from Kidz Korner for an illness or injury, you must be at the center within 30 minutes. ***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.***

Reasons for Exclusion from Program:

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

I, _____ the parent/guardian of _____ have read and understand the above addendum to the Kidz Korner Parent Handbook. I agree to comply with this change and understand that any violation will jeopardize my child's enrollment at Kidz Korner. I understand that this policy and those in the handbook are subject to change without notice.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Center Director Signature

Date



Sleeping and Napping Arrangement Agreement

My child _____ will be taking a nap or resting after lunch which ends at approximately _____.

The location that he/she will nap/rest is _____
_____.

My child will nap/rest on a **cot, mat, or crib (please circle one)**. I understand that I must provide a sheet, small blanket and if desired, a small travel pillow and one small stuffed animal.

- ✓ *Sleeping arrangements for infants require that the infant be placed on his or her back to sleep(418-1.7(p)).*
- ✓ *Cribs, bassinets and other sleeping areas for infants must not have bumper pads, toys, large stuffed animals, heavy blankets, pillows or infant positioners (418-1.7 (q)).*

I understand that the provider will have visual contact with the children in their care and the NYS Office of Children and Family Services Regulations for staff to child ratio will be maintained at all times.

Parent Signature

Date

Parent Signature

Date

Director Signature

Date

*****This form needs to be updated as necessary.**

Diaper Cream Permission

I _____, parent of _____
give Kidz Korner permission to apply diaper cream to my child while in
program, as needed. I understand that I need to provide the diaper
cream and will label it with my child's first and last name.

Parent Signature: _____

Date: _____





INFANT SCHEDULE AND PARENT AGREEMENT

Name of Infant: _____ Date of Birth: _____

Parent's Name: _____

Feeding Schedule

_____ Breast Milk

_____ Formula - Name of Infant Formula _____

I want my infant child to be fed according to the following schedule:

Signatures on this document imply that both parties understand:

- ✓ Infants six months of age or younger must be held while being bottle-fed. Infants older than six months must be held while being bottle fed until the infant consistently demonstrates the capability of holding the bottle and ingesting an adequate portion of the contents thereof (418-1.12(ag)).
- ✓ Microwave heating of infant food and formula is prohibited by regulation (418-1.12(ab)).
- ✓ Every effort must be made to accommodate the needs of a child who is being breast-fed (418-1.12(af))

Sleeping/Nap Schedule

** Please note that the feeding and sleeping schedules are only guidelines and that we are an as-needed infant program.

***This form needs to be updated as the child's schedule changes.

Parent's Signature _____ Date _____

Parent's Signature _____ Date _____

Director's Signature _____ Date _____



SUN-SMART POLICY

Our Sun-Smart policy has been developed to ensure that all children and staff participating in this program are protected from skin damage caused by the harmful UVB and UVA rays of the sun. This policy will be implemented throughout the year, but with particular emphasis from May through October.

Sun-Smart Strategies

- ❖ Encourage children to wear hats with wide brims that protect their faces, necks and ears whenever they are outside.
- ❖ Provide sufficient areas of shelter and/or trees providing shade on the playground.
- ❖ Encourage children to seek and use available areas of shade for outdoor play activities.
- ❖ Children will be hydrated and encouraged to drink water before and during prolonged physical outdoor activities in warm weather.
- ❖ Wearing appropriate hats and clothing when outdoors.
- ❖ Using broad spectrum SPF 15 or higher sunscreen for skin protection.
- ❖ Parents will provide broad spectrum SPF 15 or higher (and *paba* and *alcohol* free, if possible) that is in a lotion or cream **not an aerosol**.
- ❖ Sunscreen for lips may be sent in to be used.
- ❖ Sunscreen will be used on their child's exposed skin, except eyelids before exposure to the sun.
- ❖ Apply sunscreen before and after water play, if remaining outside after water play.
- ❖ Do not apply sunscreen to toddler's hands or foreheads, since sweat can cause it to get in children's eyes.
- ❖ School aged children will be expected to apply sunscreen themselves with adult direction as needed.
- ❖ Parents will complete and sign the Kidz Korner Sunscreen Permission Form and it shall remain in the child's file.
- ❖ Kidz Korner will include learning about the skin and ways to protect the skin from the UV rays of the sun in the program's curriculum and daily routines.
- ❖ The Sun-Smart Policy will be reinforced in positive ways. Staff and parents will be provided with educational materials and resources on sun safety and protection. Memos and signage shall be posted that remind staff, parents and children to practice sun safety.



SUNSCREEN PERMISSION FORM

Child's Name: _____

As the parent/guardian of the above child, I recognize that too much exposure to UV rays may increase my child's risk of getting skin cancer someday. Therefore, I give permission for the staff at Kidz Korner to apply a sunscreen product that is broad spectrum with SPF 15 or higher to my child, as specified below. This will be done when he/she will be playing outside, especially during the months of May through October and between the hours of 10am and 4pm.

I will provide Kidz Korner with the sunscreen product that I wish to be used on my child, making sure that it is labeled with my child's first and last name. I understand that to ensure my child does not have a reaction to the provided sunscreen it must be tried on my child at least three (3) times prior to bringing it in.

I understand that sunscreen may be applied to exposed skin, including but not limited to the face (except eyelids), tops of ears, nose, bare shoulders, arms and legs.

I have initialed each of the following to show my understanding:

_____ Sunscreen will be applied to my child each day prior to arriving at Kidz Korner.

_____ The sunscreen provided will not contain a bug repellent.

_____ The sunscreen provided will be a lotion or cream, **not an aerosol product**.

_____ The sunscreen provided will be **labeled** with my child's first **and** last name.

_____ I understand that staff will check expiration dates when receiving the sunscreen and periodically during the season.

_____ I have provided the following brand of sunscreen for use for my child:

I have initialed below all applicable information for the use of sunscreen for my child:

_____ I have tried the provided sunscreen on my child at least three (3) times prior to bringing it to Kidz Korner to ensure he/she does not have a reaction.

_____ I do not know of any allergies my child has to sunscreen.

_____ My child is allergic to some sunscreens. Please use **ONLY** the following brand(s)/type(s) of sunscreen: _____

_____ For medical or other reasons, please do **NOT** apply sunscreen to the following areas of my child's body: _____

NOTE: Do not rely on sunscreen alone to protect your child from skin cancer, be sure to send in a hat to be worn while outside.

By signing below I acknowledge I have received, read and understand Kidz Korner's Sun-Smart Policy and have reviewed and initialed the information above related to the use of a sunscreen product on my child.

Parent Signature/Date

Director Signature/Date



Dear Parents & Staff,

We wanted to take this opportunity to remind you of a few Kidz Korner policies regarding our food from home policy and proper labeling. All bottles, food jars, cups, thermoses, lunch boxes, plastic containers as well as any packages of food inside a lunch box, must with the child's first and last name. If the containers are not properly labeled we will not be able to serve your child the food, bottle, or cup. You will be called to come verify the containers and label them appropriately.

As we head into summer and the weather gets hot it is very easy for mold to create in the sippy cups, water bottles and containers. With this in mind **all** containers, cups and bottles **must** be taken home **each** night to be cleaned.

Please be sure that any food you choose to bring in for your child is healthy and ready to eat. It should not require any preparation including heating. Please do not send in soda, cookies, chips, candy or other sweets, or foods from McDonald's, Burger King, Wendy's, or Dunkin Donuts, etc.

Also, Kidz Korner remains peanut free with the food we serve as well as any food sent in from home. Any food that is sent in, whether it is store bought or homemade **must** have all the original labels from any food or ingredients used so that we may ensure that it ***is nut free and has not been processed in a plant or facility that has exposure to nuts***. If all the original labels are not brought in, we will be unable to serve the food and you will be called to bring in an alternative.

If you have any questions please see your Director.

Thank you for your cooperation in this matter.

Susan McMillen
General Manager

Kidz Korner Childcare Learning Center

Revised March 2017

Week 1

Monday	Tuesday	Wednesday	Thursday	Friday
Rice Krispies w/ milk	Yogurt Animal crackers Water	Graham crackers String cheese Water	Nutragrain bar Seasonal fruit Water	Mini bagel w/ cream cheese 100% Juice
Pizza Pineapple Milk	Turkey & swiss cheese On whole wheat bread Apple slices Milk	Chicken nuggets Mashed potatoes Dinner roll Mandarin oranges Milk	Macaroni & cheese Broccoli Pears Milk	Cheese tortellini w/ butter Broccoli Mixed fruit Milk
Carrot sticks Hummus or dill cheese dip or ranch dressing Water	Giant goldfish grahams Applesauce Water	Trail mix 100% Juice	Cinnamon quesadillas Apple slices Water	Crepes w/ fruited yogurt Water

Week 2

Monday	Tuesday	Wednesday	Thursday	Friday
Cheerios w/ milk	Teddy grahams Mandarin oranges Water	Whole grain muffins Seasonal fruit Water	Yogurt Seasonal fruit Water	Pancakes Applesauce Water
Pizza Pears Milk	Turkey franks w/ roll Potato smiles Mixed fruit Milk	Grilled cheese on wheat Tomato soup Pears Milk	Chicken breast patties w/ hamburger roll Carrots Apple slices Milk	Fish sticks Dinner roll Corn Pineapple Milk
Goldfish 100% Juice	Yogurt Seasonal fruit 100% Juice	Trail Mix 100% Juice	Ritz crackers w/cream cheese & jelly 100% Juice	Veggies Hummus or dill cheese dip or ranch dressing Water

** 1% milk is served to children 18 months or older.

I give my consent for my child to eat any item on this menu.

Child's Name

Parent's Name

Parent's Signature

Date

Kidz Korner Childcare Learning Center

Revised March 2017

Week 3

Monday	Tuesday	Wednesday	Thursday	Friday
Chex cereal w/ milk	Pancakes Applesauce Water	Cheez-its Seasonal fruit Water	Yogurt Animal crackers 100% Juice	Mini bagel w/ cream cheese 100% Juice
Lasagna ~ meat & cheese Broccoli Pears Milk	Chicken nuggets Mashed potatoes Dinner roll Mixed fruit Milk	Pizza Pineapple Milk	Cheese tortellini w/ butter Broccoli Mixed fruit Milk	Penne, broccoli, chicken & cheese sauce Peaches Milk
Goldfish Mandarin oranges Water	Crepes w/ fruited yogurt Water	Muffin 100% Juice	Crackers String cheese Water	Nutragrain bar Water

Week 4

Monday	Tuesday	Wednesday	Thursday	Friday
Kix cereal w/ milk	Saltines w/ cream cheese & jelly 100% Juice	String cheese Seasonal fruit Water	Teddy grahams Applesauce Water	Whole grain waffle sticks w/ cream cheese & jelly 100% Juice
Turkey franks w/ roll Potato smiles Mixed fruit Milk	Chicken breast patties w/ hamburger roll Corn Mandarin oranges Milk	Goulash w/ penne Apple slices Milk	Pizza Pears Milk	Fish sticks Dinner roll Corn Pineapple Milk
Nilla wafers Pears Water	Muffin Water	Goldfish 100% Juice	Yogurt Apple slices 100% Juice	String cheese Cracker Water

** 1% milk is served to children 18 months or older.

I give my consent for my child to eat any item on this menu.

Child's Name

Parent's Name

Parent's Signature

Date

Kidz Korner Childcare Learning Center

Revised March 2017

Week 1

Monday	Tuesday	Wednesday	Thursday	Friday
Rice Krispies w/ milk	Yogurt Animal crackers Water	Graham crackers String cheese Water	Nutragrain bar Seasonal fruit Water	Mini bagel w/ cream cheese 100% Juice
Pizza Pineapple Milk	Turkey & swiss cheese On whole wheat bread Apple slices Milk	Chicken nuggets Mashed potatoes Dinner roll Mandarin oranges Milk	Macaroni & cheese Broccoli Pears Milk	Cheese tortellini w/ butter Broccoli Mixed fruit Milk
Carrot sticks Hummus or dill cheese dip or ranch dressing Water	Giant goldfish grahams Applesauce Water	Trail mix 100% Juice	Cinnamon quesadillas Apple slices Water	Crepes w/ fruited yogurt Water

Week 2

Monday	Tuesday	Wednesday	Thursday	Friday
Cheerios w/ milk	Teddy grahams Mandarin oranges Water	Whole grain muffins Seasonal fruit Water	Yogurt Seasonal fruit Water	Pancakes Applesauce Water
Pizza Pears Milk	Turkey franks w/ roll Potato smiles Mixed fruit Milk	Grilled cheese on wheat Tomato soup Pears Milk	Chicken breast patties w/ hamburger roll Carrots Apple slices Milk	Fish sticks Dinner roll Corn Pineapple Milk
Goldfish 100% Juice	Yogurt Seasonal fruit 100% Juice	Trail Mix 100% Juice	Ritz crackers w/cream cheese & jelly 100% Juice	Veggies Hummus or dill cheese dip or ranch dressing Water

** 1% milk is served to children 18 months or older.

I give my consent for my child to eat any item on this menu.

Child's Name

Parent's Name

Parent's Signature

Date

Kidz Korner Childcare Learning Center

Revised March 2017

Week 3

Monday	Tuesday	Wednesday	Thursday	Friday
Chex cereal w/ milk	Pancakes Applesauce Water	Cheez-its Seasonal fruit Water	Yogurt Animal crackers 100% Juice	Mini bagel w/ cream cheese 100% Juice
Lasagna ~ meat & cheese Broccoli Pears Milk	Chicken nuggets Mashed potatoes Dinner roll Mixed fruit Milk	Pizza Pineapple Milk	Cheese tortellini w/ butter Broccoli Mixed fruit Milk	Penne, broccoli, chicken & cheese sauce Peaches Milk
Goldfish Mandarin oranges Water	Crepes w/ fruited yogurt Water	Muffin 100% Juice	Crackers String cheese Water	Nutragrain bar Water

Week 4

Monday	Tuesday	Wednesday	Thursday	Friday
Kix cereal w/ milk	Saltines w/ cream cheese & jelly 100% Juice	String cheese Seasonal fruit Water	Teddy grahams Applesauce Water	Whole grain waffle sticks w/ cream cheese & jelly 100% Juice
Turkey franks w/ roll Potato smiles Mixed fruit Milk	Chicken breast patties w/ hamburger roll Corn Mandarin oranges Milk	Goulash w/ penne Apple slices Milk	Pizza Pears Milk	Fish sticks Dinner roll Corn Pineapple Milk
Nilla wafers Pears Water	Muffin Water	Goldfish 100% Juice	Yogurt Apple slices 100% Juice	String cheese Cracker Water

** 1% milk is served to children 18 months or older.

I give my consent for my child to eat any item on this menu.

Child's Name

Parent's Name

Parent's Signature

Date



Holidays for 2019

Tuesday, January 1, 2019: New Year's Day

Monday, February 18, 2019: President's Day (Staff Development Day)

Friday, April 19, 2019: The Friday before Easter

Monday, May 27, 2019: Memorial Day

Thursday, July 4, 2019: Fourth of July

Monday, September 2, 2019: Labor Day

Monday, October 14, 2019: Columbus Day (Staff Development Day)

Monday, November 11, 2019: Veteran's Day

Thursday, November 28, 2019: Thanksgiving

Friday, November 29, 2019: The day after Thanksgiving

Tuesday, December 24, 2019: Christmas Eve ~ Closing at Noon

Wednesday, December 25, 2019: Christmas Day

Tuesday, December 31, 2019: New Year's Eve ~ Closing at Noon

Kidz Korner

LEARNING CENTER PARENT HANDBOOK

GUILDERLAND

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 at least six weeks of age.
- * Prior to the start date, children must submit a medical record that includes a complete physical current immunization record.
- * All registration materials in the parent packet must be completed prior to the start date.
- * A registration fee must be received to complete enrollment and ensure a slot for your child/children.
- * 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 Monday for weekly payers or by the third 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. 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.

Parents who are subsidized by any other person/organization are still completely responsible for all expenses.

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

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. (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.

You are also required to pay a two week security deposit for each child that you have enrolled in the center. This is to be paid on or before your child's first day.

Curriculum:

Our curriculum is individualized according to your child's age and classroom placement. Tuition is based on a child's classroom placement not on a child's age.

- **Infants**

Our commitment to your baby begins with a special partnership between our teacher, and you, the parent. This partnership is especially important to provide the highest quality care for your infant. Together, parents, and caregivers develop a daily schedule to meet your child's individual needs.

Caregiver routines such as diapering and feeding are on demand. These routines are built into a schedule and carried out throughout the day. Research tells us that 90% of all learning occurs within the first three years of life. At Kidz Korner we take advantage of this, by providing planned, stimulating opportunities designed for individual children to maximize their language, cognitive, physical, social and emotional development.

***Please supply and label the following items for infant children:**

Diapers, wipes, ointments (with permission form), pacifier, bottles (pre-made), formula, baby food (until child eats from the school menu), several bibs, nasal syringe (with permission form), crib sheet, blanket (we prefer cotton with no fringe or loose ends) and several changes of clothing (to be replaced when soiled), swimsuit, towel and sunscreen (with permission form) . Please note that some cribs may be smaller than home and sheets need to fit snugly. If your child is on formula, provide enough for the entire day and also provide a ready-made can to keep in your child's cubby should the need arise. Make sure all bottles and food jars are labeled and take home any unused portions at the end of the day. Any unused formula will be discarded at the end of the day. Please fill bottles for single feeding only, as Kidz Korner can not reuse unfinished bottles. Do not send in glass bottles. Please note that *infants are fed on demand* and we will need an adequate supply of bottles and food.

- **Toddlers:**

Toddlers are encouraged to express their individual interests through interactions with each other and through hands-on environmental experiences. Our staff encourage emergent communication skills by engaging the children in conversations, and helping to resolve conflicts peacefully.

Classroom teachers provide the children in their care with theme-based activities and center based classrooms that are rich in literature. Independent skills are fostered throughout the day with emphasis on daily living skills like pottyng and meal times.

****Please supply and label the following items for toddler children:***

Diapers/pull-ups, wipes, ointments (with permission form), pacifiers, sippy cups, blanket and pillow for rest time, swimsuit, towel, swim shoes, sunscreen (with permission form), several changes of clothing. We welcome a special stuffed animal or something that will make your child feel comfortable from home to be used at nap time. If you wish to bring in a pillow please bring in a travel sized pillow - space is limited.

- **Preschool:**

The preschool years are widely recognized as providing the foundation for lifelong learning. Children develop significantly in their physical, social emotional and cognitive areas during preschool years. The adults in their lives and environment influence all of these areas. At Kidz Korner play is promoted as the major vehicle for learning. Children's self expression is encouraged in our music, art, dramatic play, library, block, writing, and science centers. Classrooms are rich with literacy and in numeracy, continually emphasizing preparation for upcoming school years.

Teachers provide developmentally appropriate lesson plans with emphasis on emergent curriculum. This assists with the development of self-help skills and a respect for others and materials. Activities are planned to challenge but never frustrate a child. Self-worth is gained as a child successfully masters age appropriate tasks.

****Please supply and label the following items for preschool children:***

Several changes of clothes, swimsuit, towel, swim shoes (summer), cot/mat sheet, blanket. We welcome a special stuffed animal or something that will make your child feel comfortable from home to be used at nap time. If you wish to bring in a pillow please bring in a travel sized pillow, space is limited.

Diapers:

Kidz Korner requires the use of disposable diapers. Please provide enough diapers and wipes for your child to last the week. Should you run out, you will be charged \$3.00 for each diaper that you have to borrow from the center.

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.

Toilet Training:

We at Kidz Korner feel that communication is a very important aspect of toilet training. We will support your efforts to help your child become potty trained. Staff will encourage and assist your child in his/her attempts at independence and will offer praise when your child tries or is successful. Toilet training will be done in a relaxed manner with the cooperation of the family. When a child is ready, the process should go fairly quickly. Please remember that during this time there will be frequent accidents and lots of changes of clothing will be needed.

All bedding will be sent home on Fridays to be laundered

All personal belongings must be labeled with a 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 Center hours are 7:00am – 6:00pm. 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. Our emergency site is **CVS or Hannaford, corner of Routes 146 & 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.

If your child receives a bite or bites someone else, you will receive a call from administration and/or an incident report. Please keep in mind that toddlers, especially, will often use biting as a form of communication. If your child receives a bite at the center, we will comfort your child and care for his/her needs immediately. Due to confidentiality, the name of the biter will not be released. Although we acknowledge that biting is a developmental stage, it is taken seriously. If your child bites repeatedly, Kidz Korner will develop a plan with you to try to correct the problem. However, if the biting is aggressive or does not lessen within a reasonable time frame, Kidz Korner may temporarily withdraw your child until the biting diminishes. Upon your child's return, if biting continues Kidz Korner will then again, withdraw your child until he/she is older and the biting behavior has subsided.

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.

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: more than 3 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. If your child is “potty training” we recommend that parents supply several changes of clothing.

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 parents request with a signed authorization form. Sunscreen is recommended for all children.

We prefer that children do not bring toys from home unless it is something that can be shared with the entire group. Little ones have a difficult time sharing with others and it is even harder to do so with their own special toys from home. If your child/children do bring in something special from home and can not share or it causes a problem in class we will put it away until you arrive. Any item brought to the center must be labeled. 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.

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 every day. If your child is too sick to go outdoors during their daycare day, please have them remain home. This is a group care setting and all children will be going outdoors.

Nap Time:

We at Kidz Korner feel that all children need some down time to relax and rest. Infants nap in assigned cribs according to their individual schedule. As recommended by the American Academy of Pediatrics, infants are placed on their backs to sleep. Any changes to this recommended policy must be made in writing by the child's health care provider. Toddlers and preschoolers rest on assigned mats each day after lunch. All children are given the opportunity to sleep. If they do not sleep, quiet activities are provided for them. Bedding for all ages is provided by parents, and we ask that you take home and launder the bedding every Friday and return it on Monday. We are not responsible to provide bedding for your child should you forget it. All bedding must be labeled with a black permanent marker.

Nutrition:

Kidz Korner will provide two snacks and a nutritious lunch daily. If you know that your child will not eat a particular snack or lunch, you may provide one for them. Please be advised that there may be some unforeseen circumstances wherein the lunch schedule will change. Whenever possible, we will post any changes to the menu. 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. 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. Lastly, please only provide food for your child that he/she has eaten at least twice before to reduce allergy risks.

Dismissal 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:

1. 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.
2. 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.
3. 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.

4. 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.
5. Excessive lateness. It is the parent's responsibility to maintain a 9 1/2 hour day for your child/children and to pick up your child prior to the closing time of the center.
6. Failure of a child to adjust to the center after a reasonable amount of time.
7. Lack of parental cooperation.
8. 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 *KidzKornerChildCare.com* for more information, our "Frequently Asked Questions" section, and additional helpful links.

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

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