

# A Kid's Place

## Policies & Procedures Parent Handbook

Welcome and thank you for choosing A kid's Place for your childcare needs. We look forward to learning and growing with your little ones. Our facility opened June 22 2020 and are pleased to service children ages 6 weeks to 4 years of age. Please carefully read each page of the parent handbook and address any questions to the director or assistant director. You will need to initial each page and sign the signature page. You may request a copy of the parent handbook for your records at any time.

### Mission Statement

**At A Kid's Place, we believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child's own individual social, emotional, physical, and cognitive development.**

**As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover, create, and become a lifelong learner.**

### Enrollment

- **Enrollment Packet** – You will need to fill out an enrollment packet for every child being enrolled.
- **Registration Fee** – An annual registration fee of \$40.00 per child is required upon enrollment and will be due by January 31<sup>st</sup> of subsequent years.
- **Record Updating** – Every January we will perform an audit of records and inform parents of any updates that are required. Please be aware that per state regulations there are some forms that must be updated on a yearly basis. It will be the parent's responsibility to fill out any required forms and return them to the center in a timely manner.

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- **Immunization** – All children must have an updated immunization record on file. It is the parent’s responsibility to provide this to the center. The center will let you know 30 days in advance prior to the one on file expiring. New enrollments will be required to provide a copy of the immunization record within 30 days of enrollment.
- **Tuition**
  - All fees are to be paid one week in advance and are due Friday for the following week.
  - Tuition will be considered delinquent if not paid by 6:30am Monday and a late fee of \$25.00 will be charged to your account. Please note as long as your account holds a past due balance a late fee will be assessed.
  - If payment is not received by Monday drop off, you care services will be suspended until payment has been made. If payment has not been received by end of business Tuesday, your care services will be terminated, and your account moved to collection status. To move your account to active status once all payments have been received a reinstatement fee of \$35.00 will be due at time of reinstatement.
  - We accept cash, credit/ debit, ACH for payments other than cash or check there is a 2.9% convenience fee for credit / debit and \$.60 for ACH. There will be a \$25.00 fee for returned checks for insufficient funds and checks will no longer be accepted.

**Tuition Rates** 6 weeks to 11 months - \$155.00  
 1-year old’s - \$150.00  
 2-year old’s - \$145.00  
 3-year old’s - \$140.00  
 4+ years old - \$135.00  
 Drop ins \$40.00 per day

**Please note that tuition is due every week whether your child is in attendance or not to secure their spot at the facility. Your child’s spot is secured by your on-time payment.**

- **Hold a Spot** – We will hold a spot for your child up to 2 weeks, with tuition payment.
- **Vacation** – Every child will have 2 weeks a year to be used as vacation at no charge. The facility must be notified 30 days prior to using a vacation week. You will need to fill out and turn in a vacation request form.
- **Hours of operation** – Our facility operates year-round January through December except for our observed holidays and weekends.
- **Monday – Friday 6:30 am to 6:00 pm**

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- **Late pick up policy** – If you are late picking up your child (after closing time) you will be charged \$1.00 per minute. If you are going to be late please call the facility as soon as you are aware. This fee will be due upon arrival.
- **Holidays** – The Facility will observe the following holidays. If the holiday falls over the weekend we will close on the observed day.  
 New Year’s Day    Memorial Day    Independence Day  
 Labor Day            Thanksgiving Day    Day after Thanksgiving    Christmas Day  
 MLK Day  
 We will close at 2pm on New Year’s Eve and Christmas eve.
- **Inclement weather closings** – We follow the Bartow County School Systems inclement weather policy. Please check local listings for closings, delayed opening and early departure. We will also post this information on our facebook page.

**Daily Operations**

- **Temperature** – Any child running a temperature of 101 or higher and has a second symptom such as but not limited to a rash, diarrhea or a sore throat will not be allowed to be dropped off or remain in care. If in care the child will need to be picked up within 45 minutes of the parent being notified via phone. Please note any child running a temperature cannot return to the facility until they have been temperature free for no less than 24 hours.
- **Sick Children** – Please note that your child must be symptom free for no less than 24 hours before returning to care. If we determine you have knowingly brought your child to care sick or have medicated them prior to drop off this will be grounds for immediate termination.
- **Head lice** – Please note our staff will perform random head checks. Any child with head lice will need to be picked up within 45 minutes of parent notification and cannot return to the facility until they are lice free.
- **Injury** – In the event your child is injured while at the center all appropriate steps will be taken to treat the injury and a parent/guardian will be notified via phone or app and an incident report filled out.
- **Communicable disease** – In the event a child presents with one of the listed communicable diseases we will send a message out via the app letting parents know of possible exposure.

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- **Diapers & Wipes** – Parent(s) are to provide diapers and wipes to the facility for their child’s use. We require a weeks’ worth of supplies to be keep on hand, your teacher will send out weekly updates when your child is low. On average your child will use 5 diapers a day (20 per week) and a pack of wipes a week. In the event your child’s supplies is not restocked, supplies will be provided by the center at a cost of \$1.00 per diaper and \$3.00 per package of wipes. **Note:** brands will vary. We will provide center supplies on an occasional basis, if there is an ongoing problem with restocking your child’s supplies we will be forced to send them home once they run out and after the 3<sup>rd</sup> time being sent home possible termination.
- **Extra clothes** – Every child is required to have no less than 2 sets of seasonal appropriate clothes at all times in their cubbies. No flip flops
- **Infant formula** – All bottles must be pre-made at home for infants. Please provide enough bottles to last your child throughout the day. All bottles will need to be clearly labeled with your child’s name on it. **Note:** We will not make bottles at the center as it is against state policy.
- **Infant feeding plan** – An infant feeding plan must be filled out for children under 12 months of age and must be updated anytime the child’s feeding plan changes. We will also need to be I instructed on what to do with unused formula or breast milk. Toddlers will have the same lunch being served to the rest of the facility.
- **Safe Sleep** – We follow the states safe sleep policy. Every infant will be placed in their crib on their back. If your child can roll over and does such after being placed on their back, we will not reposition them unless it becomes unsafe. We will not put anything in the crib such as a pillow or blanket. Parents may provide zippered or button sleep sacks for your child to use while napping at the facility.
- **Diapering Procedures** – Our staff follow state regulated diapering procedures. Staff shall identify child needing changed and prepare changing area by getting wipes and diaper ready. Staff shall wash their hands then proceed with changing of the diaper making sure to wipe front to back on female infants. Staff will dispose of diaper and wipes in the appropriate bin. Staff will wash or clean hands of the child with a wipe and place them back on the floor. Staff will sanitize the diapering area and wash their hands.

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- **Potty Training** – We are happy to assist children with potty training. Children will be placed on a potty schedule per their classroom and staff will assist child with using the potty and use methods to help motivate the child to potty. **Note** Any child wearing panties or underwear that are not fully potty trained will be required to wear plastic pant coverings provided by the parent. This is to help keep the room as sanitary as possible.
- **Meals & Snacks** – We will provide breakfast, lunch and an afternoon snack at the following times.  
Breakfast – 8:30am  
Lunch – 11:00am  
Snack – 2:30pm / 5:00pm  
We follow state regulations for all meals and snacks served. Parents may provide meals from home, but they must adhere to state regulations. If your child has a food allergy, please provide a written note from the doctor and we will be happy to serve an alternate meal. Please note that your child must be present at the facility by 8:15am in order to eat breakfast at the facility. In the event they arrive later than 8:15 they will be served an alternative breakfast (ie Breakfast bar, pop tart, etc.)
- **Late drop off** – Please note that drop off cut off is 9:30, you will need a drs note to drop off after this time, also we do not allow drop off between the hours of 11:30am to 1:50pm due to nap / rest time.
- **Nap blanket** – Parents must provide a nap blanket for your child’s use during nap time. This is a blanket that has a pillow and cover attached to it. Nap blankets will be sent home every Friday for cleaning and will need to be returned on Mondays. The center will provide a cot for your child’s use at nap time. We require the nap mats with elastic on the corners to secure them to the cot.
- **Drop off / Pick up** – The center will only release children to those 18 and older who are authorized by the parent / guardian. We may request a picture ID before we release any child. Children need to be escorted to the classroom door.
- **Discipline** – At our center we strive for redirection. We will try redirection, talking and guiding but in the event, these do not help correct the behavior we will implement a thinking chair for your child to sit in and reflect on the behaviors that caused them to have to sit there. The amount of time spent in the thinking chair will be equivalent to the age of the child.

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- **Emergencies** – In the event of a medical emergency your child will be removed from the classroom and taken to the office. If needed 911 will be called along with the emergency contact on file. If the event does not require 911 the emergency contact on file will be notified. **Note** – We maintain a first aid kit and at least 50% of our staff are First aid and CPR certified. We will utilize Cartersville Medical Center for our emergency needs.
- **Medications** – In the event your child needs to be administered medication while at the center you will need to fill out a Medication Authorization form. The medicine must be in the prescription bottle with the child’s name and dosage information on it. Per state regulations we can only administer any said medication for a period of 2 weeks unless otherwise specified by a dr. Please see the director or assistant director to obtain a Medication form. If we notice any adverse reactions to the medicine the parent / guardian will be notified via phone.
- **Severe Weather** – In the event of severe storms or tornado warnings / watches all children will be moved into the hallway and sat against the wall. If the warning sirens sound children will be instructed to assume the emergency position of facing the wall on their knees with their heads down and hands covering it. Infants will be placed in cribs in the center of the hallway.
- **Emergency Plans** – Emergency plans have been established and are posted for parent review.
- **Fire** – In the unlikely event of a fire staff will direct the children out of the center to a prearranged safe holding area. Each room will have an evacuation plan they will follow. These plans will be posted in every room and in the information center of the facility. We will have monthly practice evacuations.
- **Utilities** – In the event of loss of power or water that will not be restored within 2 hours children will be sent home and parents notified via phone. This will also include any structural damage that affects the operation of the facility.
- **Special Needs** – If your child requires special needs a meeting will be arranged with the director or assistant director to go over how we may accommodate the needs of your child to give them the best experience we can while in care.

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- **Mandated reporters** – Please be aware all staff are considered mandated reporters. If any one of our staff suspects child abuse, neglect, exploitation or deprivation we are required to report to the appropriate agencies. Along with suspected cases of notifiable communicable diseases.
- **Access** – Parents / guardians will have access to all areas of the facility used by children.
- **Information Center** – Near the main entrance / exit of the facility will be a cork board with all our required postings. You will find a copy of our weekly menu here as well.
- **Nondiscrimination Policy** – We do not discriminate based on race, age, sex, religious practices or personal beliefs.
- **Video Surveillance** – We have 24-hour video surveillance in all areas of facility with exceptions of restrooms. By signing this contract, you are giving permission for you child(ren) to be recorded.
- **Withdrawal** – We require a 2 week notice before withdrawing your child(ren) from care. If you fail to provide a notice you will be responsible for paying an amount equal to 2 weeks tuition due immediately upon withdrawal.
- **Policy Changes** – There will be a 30-day notice before any policy changes go into effect.
- **Transportation** – We do not provide any type of transportation or field trips.

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