

**KIDS LEARNING ACADEMY  
15212 KINSMAN AVENUE  
CLEVELAND OHIO 44120  
(216)751-2229  
kidzcorner14@gmail.com  
Revised September 7, 2022**

### **PARENT HANDBOOK**

The policies and regulations in this handbook are developed to build upon our relationship with you and your child/children while maintaining a safe and healthy environment. Please contact our team with any questions regarding policies, programming, or any assistance you may need regarding our policies and procedures. We look forward to being a part of your family's life for years to come.

In accordance with the federal law this institution is prohibited from discrimination on the basis of race, color, national origin, religion, age, gender, and disability. To file a complaint of discrimination you may write the office of Civil Rights, Room 326-W Whitten Building, 1400 Independence Avenue, SW Washington, DC 20250-9410 or call them at (202) 720-5964.

In accordance with the ADA law of 1990, Kids Learning Academy does not discriminate against persons with disabilities on the basis of disability, that is, that we provide children and parents with disabilities an equal opportunity to participate in the Kids Learning Academy's program.

### **PHILOSOPHY AND GOALS**

Kids Learning Academy was established to provide quality, loving care for children 6 weeks to twelve years of age. The Staff recognizes the importance of balanced growth and provides the opportunity for mental, physical and emotional growth through a variety of creative experiences. Children are

encouraged to learn and explore at their own speed in areas that interest them.

We are pleased that you have chosen to include us in the growth and development of your children.

#### **ADMISSION**

Consideration for enrollment in the center is only after the administrator or designee confirms the availability of space and required paperwork is received and complete. This includes basic enrollment and health information, any change to this information must be communicated to the office immediately so that current information is always on file, this information is to be provided for the safety of your child in case of an emergency.

#### **HOURS AND DAYS OF OPERATION**

Kids Learning Academy will be in operation Monday – Friday from 6:30 a.m. – 6:30 p.m. While staff may arrive early to prepare for the day teachers will not accept children before the 6:30 a.m. opening hour.

#### **SCHEDULED SCHOOL CLOSINGS**

Kids Learning Academy will be closed to observe the following HOLIDAYS:

- MEMORIAL DAY
- JULY 4TH
- LABOR DAY
- MLK DAY
- THANKSGIVING EVE THE CENTER WILL CLOSE AT 1:00 PM
- THANKSGIVING DAY
- CHRISTMAS EVE THE CENTER WILL CLOSE AT 1:00 PM
- CHRISTMAS DAY

- NEW YEARS EVE THE CENTER WILL CLOSE AT 1:00 PM
- NEW YEARS DAY

\*Full tuition is due for holiday closings

#### UNSCHEDULED CLOSING OR DELAYS

On rare occasions, it may be necessary to close the center due to poor weather conditions. If this circumstance should arise, watch Channel 8 Fox news, (WJW) for the instant alert of school closings. In the event of a power failure and loss of heat and running water the center will close. If classes are in session Kids Learning Academy will make every attempt to contact parents or guardians first, this contact can be by phone, text message or e-mails. If no contact is made to the parent or guardian the next course of action will be to notify persons listed as emergency contacts. Staff will remain with the children until all children are picked up, yet children should be picked up in a reasonable time of contact. On those occasions, regular payment is still expected. Full tuition is due for these closings.

#### UNNATURAL EVENT CLOSINGS

In the event of a natural/unnatural event such as bomb threat, intruder, and or gas leaks. Chemical spills, all children will be escorted out of their classrooms through their own egress doors with the teacher carrying the class ETA's and First aid kit. Teachers and children will meet in the designated secure spot and 911/ police/ ambulance will be called immediately. Parents will be notified immediately in regards to the event and where the children are safely located, parents will be alerted as to whether it is necessary for the children to be picked up, and reminded of the procedures of gaining access to their child.

#### ENROLLMENT

A child is considered fully enrolled when a completed physical has been received with a physician's or nurse practitioner's signature. This information

must be submitted on the day of completing the enrollment packet or 30 days after admission. If this information is not received within 30 days the child shall be withdrawn from the center and placed on the waiting list until the needed information has been received and placed in the child's file.

#### **CUSTODY AGREEMENTS**

If a family has a custody disagreement the primary guardian must provide the center with the court papers indicating who is the legal custodian of the child and if the other parent is allowed to see or pick up the child. The center cannot deny a parent access to their child without proper documentation of the ruling from the court to be filed in a sealed envelope in the child's folder. If a restraining order has been enforced this documentation must be filed at the center and placed in a sealed envelope in the child's folder.

#### **HEALTH SCREEN POLICY**

Kids Learning Academy follows the ODJFS licensing requirements for Health Screenings in a child care setting: All children that enroll at Kids Learning Academy (except school age children ) must have a current immunization record upon enrollment, then a completed preventative health screening must be on file within 30 days of attendance.

If a health screening is not placed in the child's file within 30 days of attendance the child will be placed back on the waiting list until the health screening has been provided to the center with the signature of the physician and date of exam.

The preventive health screening must be updated annually (except school age children) by or before the expired date of service or the child will not be eligible to remain with the program. A preventive health form will be provided to the parent in advance before the previous exam is to expire.

Parents/Guardians are responsible for following through with needed treatments in a timely manner to ensure a child's continued enrollment and new

documentation must be provided stating that all preventive treatment is completed. Kids Learning Academy will not provide services to infant, toddler and or preschool children without a current physical.

#### TUITION FEES AND PAYMENT POLICIES

Families paying private fee: This payment is due every Monday of the week whenever child care is provided. If payment isn't received by Wednesday of that week of care your account will be considered delinquent. Families that receive vouchers and you have a co-pay the payment is expected to be paid on Friday. If any of the payments have not been made at the scheduled time we will make every attempt to arrange a payment schedule signed by the administrator and parent in regards of how much payments will be, if two consecutive payments are missed a conference will be rendered. If no conclusion has been made for the payment your child will not be able to return to class until past due amounts from the payment arrangement have been made.

If no conclusion is reached, families that receive vouchers will risk having this information reported to the County Day Care Service and your vouchers will be stopped until a payment has been made. We accept checks, cash and money orders. All checks and money orders are to be made to Kids Learning Academy. Our Tax ID is available upon request.

#### REGISTRATION FEE

An annual non refundable registration fee of \$35.00 is charged. This fee is chargeable to all private pay tuition students enrolling at Kids Learning Academy. A child is not considered enrolled until this fee is received.

#### LATE FEES

Children picked up 15 minutes after the 6:30 p.m. closing time will be assessed a late fee of \$5.00 for the first 15 minutes and \$1.00 each minute after 6:45 p.m. A late fee form will be presented to whoever picks up the child for signature, time, date and the amount due. The late fee must be paid within 48 hours from the closing hours of Kids Learning Academy. If payment is not made, that

child will not be allowed to return to school or be picked up from their elementary school by Kids Learning Academy until payment has been made.

#### VACATION

The center must be notified when families utilize a vacation. Vacation dates must be reported at least two weeks in advance. Each (private) family is granted two weeks free for a vacation. If the family is on vacation more than two weeks the normal rate will resume after the second week.

#### CLASSROOM DAILY SCHEDULES

All classroom daily schedules are flexible and fit to the children's needs and or interest. A schedule of each classroom is being provide

#### ARRIVAL AND DEPARTURE OF CHILDREN

Each family that enters into Kids Learning Academy will have to be let in by a staff member as our main doors are locked at all times. Upon entrance parents must escort their children to the 2<sup>nd</sup> toddler room to wash their hands for breakfast, then parents must sign their children in on the POS device. All children must be swiped in for attendance with their county swipe card. Any parent that does not swipe their card will be responsible for payment to Kids Learning Academy if or when the three week back swipe period has lapsed. This payment will cover the non-payment from the county to Kids Learning Academy when there is no evidence to show back swipes for the three week period. If payment is not made your information will be sent to the county for non-payment. When this happens your voucher will be discontinued until payment has been made.

#### INFANT CARE

Parents that are dropping off infants must communicate with the teacher at time of drop off what time the child's last feeding and the last diaper change as well as putting away the necessary items needed to complete the day,



**(bottles, milk, wipes, diapers, two/three changes of clothing)**

**Kids Learning Academy follows the needs of an infant for sleeping and feeding. That is why it is important for parents to communicate with the teacher of what the process of the child was before bringing the child to the center.**

**Parents are asked to bring diapers and wipes to accommodate the time of Kids Learning Academy rule for checking or changing the child every 2 hours.**

**Parents are also asked to bring three changes of clothes to keep the child clean.**

**Parents are also asked to bring a labeled bottle of milk and 1 extra bottle so the teacher can prepare the bottles or three/four prepared labeled bottles with their name and date of their approved milk.**

- **Each child will be provided a labeled cubby container for clothing /extra diapers. Bibs, teething rings, and pacifiers.**
- **Refrigeration of milk will be provided for breast milk and pre-made bottles, with their names and dates.**
- **All bottles are required to have names and dates of preparation placed on the individual bottles daily.**
- **A Daily Activity Sheet for the child will be completed daily to inform the parent of what the child ate, when and why the diaper was changed, the child's mood, sleep pattern and activities.**
- **The Daily Activity Sheet will also provide parents information regarding the needs for the child: (ex) I Need Diapers, etc.**

#### **PICK UP/DEPARTURE PROCEDURES**

**All children enrolled at Kids Learning Academy will not be released by any individual that is not listed on the emergency contact or the pick-up sheet. Staff will only release a child to persons on form provided by the parent. Staff will check ID's of anyone they do not recognize. Please provide this information to individuals on the pick-up sheet and your emergency contacts ahead of time so they are prepared to present their ID and not be offended by our request in**

keeping your children safe, because Kids Learning Academy believes that safety is our first priority.

Staff will not release children to anyone ( who appear to be under the influence of alcohol and or drugs. Emergency contacts will be called to pick-up the child for transport. If necessary a call to 911/Police will be contacted to ensure the safety of the child.

If a parent calls stating that the child is being picked up by someone else the staff must check to see if the person is a designee to pick up the child. If not the parent must be called and advised that that individual is not listed and they will not be allowed to pick-up the child. If the parent is going to utilize the person in the future the parent will be given the opportunity to add the individual to the pick up sheet.

When the parent calls stating that someone else will be picking up the child (for security measures), the administrator or designee will call the parent back in 15-20 minutes to confirm the call. It is up to the parent to acknowledge that that call was made and there will be a change in the pick up for the child.

#### CHILDREN TRANSPORTED TO AND FROM SCHOOL

##### TRANSPORTATION

There is no fee for transporting children to and from an off campus school.

Our Drivers are trained with Center Rule, ODJFS Transportation Guidelines and the State of Ohio's Transportation Laws for transporting children to off campus events, schools and field trips. A well trained and qualified driver will be present in each trip taken by children at Kids Learning Academy, The drivers are certified in First Aid, and CPR, as well as Drivers Roadside Assistance. Each driver assigned to drive the vehicle will have an active working cell phone, a complete First Aid Kit, the weekly inspection reports, the insurance for the bus as well as their personal insurance information , and the recent ASE inspection.



All children that utilize transportation to and from an off campus school shall have a routine permission slip signed by the parent of the designation name, time of service for morning and afternoon and days if any of when services are not needed. Once this information is obtained by Kids Learning Academy the driver will be given an instruction page introduced to the child. The driver will then make the accommodations and arrange for the child to arrive at the off campus site.

All families that utilize transportation to and from an off campus school must notify the center when the child will not be in attendance or has been picked up by a family member to prevent a child becoming lost.

#### ROUTINE PERMISSION FIELD TRIPS

All children must have a routine permission slip signed by their parent/guardian. This permission slip provides for children to have access to trips that are taken frequently by the center. These trips include the playground area, the library, neighborhood walks, and children that are picked up and dropped off from Kids Learning Academy daily and taken to a secondary educational facility. Their name, date of completion, program area utilized, parent signature, general idea of child's weight and age must be signature to be valid.

#### FIELD TRIPS

When a field trip is planned all children must have a field trip permission slip to transport the child. This slip includes the child's name, date of trip, destination of trip, time of the event. Kids Learning Academy vehicles will provide transportation service. Before departure the teacher's will give each child a badge with the center name, address, and phone number, and the emergency contact of the center. A count will be taken of all children upon boarding the bus, and signed in on the field trip attendance specifically created for the trip. Upon arrival of the destination another head count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination and returning to the center. Teachers will be responsible for

taking the first aid kit, ETA folder and or a child's medication and care plan/request of administration information.

### **MISSING/LOST CHILD**

In the unlikely event that a child should become missing from their off campus school the first priority is to notify Kids Learning Academy. Kids Learning Academy will then notify the parent and the proper authorities and Social Services, the driver will remain at the site and speak with the assigned school agents, and contact Kids Learning Academy with the results with 3-5 minutes or as soon as possible. The administrator will immediately travel to the location to assist in the search while the driver escorts other children to Kids Learning Academy.

In the unlikely event that a child should become missing or lost on a field trip, the lead teacher will immediately contact the personnel at the field trip location in an effort to locate the missing child. The assistant teacher will contact the center's administrator. The administrator will contact the parent. The driver will contact the administrator via cell phone.

### **GUIDANCE AND MANAGEMENT POLICY**

The staff at Kids Learning Academy believe that helping children learn self-control is very important. When guiding behaviors, we believe that age appropriate management techniques will encourage self-esteem, self-control and self-direction. These techniques will help a child learn self-discipline by careful guidance. Your child will be treated with love and respect and guided in a nurturing respectful environment, in turn learn techniques to respect the teachers and their peers. Our expectations will be kept within the child's capabilities, and the child will be made aware of these expectations. Positive reinforcement is (commenting) on the child doing the "right thing" and positive redirection is removing the child and giving them an appropriate activity will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. The time out length of

minutes will be equal to the child's age, and done within the classroom. Staff will not impose punishments to children at any time this includes situations such as failure to eat, sleep or toilet accidents.

### SUPERVISION

Teachers are within sight or hearing of an infant, toddler or preschooler at all times so that the caregiver is capable of intervening to protect each child's health and safety. The School Age teacher is available for assistance and care for school-age children.

### BITING

During the course of children determining their place in a classroom they may begin to bite to establish their territory, or gain access to a favorite item. The parent of both children will be contacted to acknowledge that the incident has occurred (name of the child biting shall not be shared with the other family). The wound will be cleaned with soap and water and an evaluation of the bite will determine if the child needs outside care. An incident injury report will be written and kept in the child's file.

In the event that a child continues to bite other children a conference will then occur with the teaching staff and the administrator by providing the family with information of guidance and techniques that can be utilized to help the child manage and correct this behavior. If further assistance is needed to help the child manage a referral may be necessary from an outside source to help determine what other measures can be established for the family.

### WITHDRAWAL OF A CHILD

In the case of a parent withdrawing a child, notice of the withdrawal is requested two weeks in advance and all financial obligations must be completed. If the financial obligations have not been met Ohio County Child Care services will be notified and all proceedings to suspend the voucher until payment has been made will be put in place.

If a situations arises where a child is constantly endangering himself, peers, or staff, and all process of screenings, assessments, and the behavior management plans from the referring agency have been meet and every attempt has been made to work together with the family to correct the behaviors and there has been no change of frequent aggressive actions towards himself, other children and or staff. If the director of the center determines that a child is unsuited for the center's environment, and after every attempt has been made to work with the family, an appointed agency and the family will be notified of a conference and all obligations will be terminated.

If a family is in disregard of the Regulations and Rules of Kids Learning Academy, or is consistently delayed in picking up the child on time, or is in default of the pay arrangements made for child care. The administrator would be in communications with the parents/guardians prior to the discharge of the child.

#### CHILDREN WITH SPECIAL NEEDS

Kids Learning Academy collaborates with Starting Point, to support children with special needs and or supports agencies for the referral process of individual children. Starting Point specializes in the referral systems regarding the care of children with disabilities or those that are showing signs of developmental delays. The teachers are provided with training and technical assistance and other resources on how to manage and modify age appropriate lessons and child activities to accommodate the child as he or she becomes successful. Children with special needs and or with an IEP's or a specific service provided by a specialist will have modifications made by Kids Learning Academy to meet the child's needs as instructed.

#### REFERRAL PROCESS

As soon as a concern for a child is identified (speech, language, developmental, behavior, health, nutrition, physical or parent concerns) a screening and or

assessment is completed documenting evidence of anecdotal notes compiled to review with parent, and site administrator to conclude the next course of action.

The child screening and assessment process will begin as well as explained to parents or guardians. These screening and assessments will begin for children in the infant room of 12 months and older, toddler and preschoolers. In addition, parents/guardians will be encouraged to share any concerns they may have at the time of registration/enrollment; such as special needs, speech delays, hearing, nutrition, etc. All concerns will be documented and placed in the child's file. Each screening and assessment tool used at Kids Learning Academy allows parents/guardians the opportunity to participate.

It is the policy of Kids Learning Academy that teaching staff will observe and document all daily activities of infants 12 month and older, toddler, and preschool children enrolled. These activities include, but are not limited to , daily routines, transitioning, indoor and outdoor activities, and etc. Teachers will be required to document concerns of children as it pertains to the child's development levels. During this process the curriculum and activities are individualized to support the children's learning objectives.

#### SCREENING PROCESS

All screenings and assessments are part of Kids Learning Academy in engaging parents, children and teachers. This information is shared with only parents, agencies involved with administering services (Starting Point), and teaching staff. ODJFS does not review screenings or assessments administered at Kids Learning Academy.

All infants 12 month and older, toddler, and preschool children will be tested using the ASQ (Screening) within 45 days after enrollment. Scores will be generated and the results will be initially reviewed by the teacher that administered the screening. If the child has scored within the low range he or she may be rescreened within another 45 days. If after the second screening the child still shows areas of concern the teacher, site administrator and the family

will then conduct a team meeting to discuss the referral process. Once the parent has agreed and signed all necessary paperwork, the child referral process will begin. Then and only then when all necessary paperwork is submitted and information is processed through Starting Point an agency will be selected and the representative will determine the best treatment and technical assistance required based on the identifying needs of the child.

### **ASSESSMENTS**

The purpose of assessments is to support the development and learning of infants, toddlers, and preschoolers. The groups are assessed formally and informally to ensure that the teachers plan their curriculum goals and activities to support individual growth.

For infants 12 months and older, toddler and preschool children Kids Learning Academy implements the COR ADVANTAGE starting with the initial day of entry into the classroom. The assessment begins with the teacher observing and taking anecdotal notes daily, based on the data that includes intentional and authentic information such as children's work samples, photographs and anecdotal notes teachers can focus on individualization and documentation for each child.

Children are observed in their classroom and outside environment. Teachers will document individualized activities on the classroom lesson plan by using the child's initials to indicate the planned activity relating to the child's needs. This planned individualization process will help bring children to their skill level of an appropriate age range. Teachers review monthly how effective the strategies and the modification of the lesson plans are strengthening the child's growth and or to inform and initiate interventions.

### **TRANSITIONING CHILDREN**

Children are transitioned into an older class by chronological ages and in terms of their total development of social, physical and emotional development.



Classroom teachers are also consulted as to the readiness of the child by reviewing their assessments and screenings. In these cases the administrator will check the class availability for an open place at the particular time. If it is deemed that all of the above requirements can be met a parent will be notified and ask to set up a conference for the reasoning of moving the child to an older group of children and to meet with the new class teacher. After the conference and the parent has agreed to move the child to the new classroom a transition form must be completed and with a copy to the parent, teacher of the new classroom, and the child's file.

If a parent of a younger child feels that his or her child is ready to transition early before their chronological age the child will be evaluated and observed and the screening and assessment will be reviewed with the parent to assess the child's developmental status. In order for the process to be complete a parent must write a letter to Kids Learning Academy for the request, and the administrator will conclude if the child is able to transition to the older class by available space and with the signed transition form.

#### PARENT TEACHER CONFERENCE

Parent teacher conferences will occur twice a year in March and September or as needed. These conferences are to review documentation and portfolio's of individual children and their progress by identifying any concerns and or strengths of the child, teachers will review the COR, anecdotal notes, ASQ and any other evidence pertaining to the child collected and placed in the child's folder. All information is kept confidential and shared only with the parent/guardian. If a child is showing no progress a parent teacher conference will be scheduled as soon as possible to inform parents of the concerns the teacher has and the next being taken to help the teacher and child focus on improving successes for the child. All other inquiries of the outside working facility and agencies must be requested by filling out the transfer of records forms.

Assistance needing to resolve problem are directed through the following channels:

Parents are encouraged to discuss the matter with the appropriate teacher within one week. Usually the concern can be met through an informal conference.

If resolution cannot be obtained, the parent and teacher are to schedule a conference time with the Administrator.

### MANAGEMENT OF ILLNESSES

Kids Learning Academy provides children with a clean and healthy environment. However, we realize that children will become ill from time to time. If this is your child's first group experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. If a teacher notices something unusual, a parent may be asked "what happened". If being dropped off by someone else the parent will be given a call to say what has been observed. In every event the observing teacher will document the information of what was seen and what parent/guardian said and inform the administrator/designee.

If a child is showing symptoms of COVID, we advise parents to keep the child at home. If the child is at the center and is showing signs of COVID, they will be sent home and a negative COVID test will be required to re-enter the center. If a child has tested positive for COVID, they will be required to quarantine for the appropriate days according to the CDC

We ask that you do not bring a sick child to the center. Please plan ahead and

have a backup plan in place if you are not able to take time off from work or school please you will be requested to have alternative care for your child. Any child demonstrating signs of illness and are not able to participate in regular activities will be isolated from others in a quiet area and carefully observed. Symptoms and temperatures will be documented. The parent will be notified and ask to pick the child up and a copy of the symptoms will be provided for the parent to give to the physician .

If a child's temperature reaches 100 degrees Axillary, and the parent/guardian, or the emergency contact has not picked the child up, 911 will be called and the parent/guardian or emergency contact will again be notified of where the child has been transported.

When a child or staff has entered the facility with a communicable disease or the parents know the child is ill with a contagious disease and has entered the facility please notify Kids Learning Academy immediately your information will not be shared with others. It is our responsibility to notify parents that their child has been exposed to a contagious disease. Kids Learning Academy will post the information or call families to inform them of the communicable disease. Communicable Disease Charts are posted near each classroom of Kids Learning Academy.

#### DO NOT TRANSPORT

If the parent has signed the 3<sup>rd</sup> page of the ETA information of do not transport in case of an emergency an alternative statement from the parent must be in place before the child's first day to inform Kids Learning Academy of the necessary steps to accommodate this child. This statement must be signed and placed in the child's folder. This letter must state If a parent/guardian or emergency contact cannot be reached for a life threatening event or vehicle accident. Kids Learning Academy has permission to call 911. If a parent does not give Kids Learning Academy an alternative or permission to transport for a life threatening event or vehicle accident enrollment will be denied.

## ADMINISTRATION OF MEDICATION/CARE PLANS

The center will only administer prescription medications to a child only after the parent completes a "Request for Medication Form", and Care Plan. Then and only then when this information is completed the parent must have trained or instructed staff on procedures for administering the medication and all involved in the training must sign the Care Plan. Parents must submit to the administrator the prescribed medication in its original containers with the complete instruction of dosage and time frame to be administered on the label. No medications will be administered after an expired date.

Medication will be stored in a designated area for (front office) teachers yet inaccessible to children. Medications may not be stored in a child's cubby or book bag. The only exception to this rule is School age children may be permitted to maintain control of their inhaler. The child must keep the inhaler on them at all times. This medication cannot be stored in a cubby or book bag. It is suggested that when children cannot maintain control of the inhaler, Kids Learning Academy will remove the medication and place it in a safe place until the child goes home or it is needed. Kids Learning Academy will only administer lotions and topical ointments such as diaper ointments and sunblock. If any medications contain codeine or aspirin a request for medication must be signed by a physician. No over the counter medications such as children's Tylenol or any fever reducing medication will be administered.

Kids Learning Academy collaborates with the County Board of Health Nursing Service to complete children's care plans for the administration of medication, and or modified diets. This team of nurses will help parent's complete necessary information to complete the instructions of administering medications or food modifications by contacting the child's physician after contacting the physician the nursing team will train staff in the correct procedures on each individual child with a care plan in administering the specific medications.

Medications for those with disabilities will be administered with reasonable care and Kids Learning Academy will follow the doctors' and parents' or guardians' written instructions about administering medication. Kids Learning Academy will not be held liable for any resulting problems. Providers, parents, and guardians are urged to consult professionals whenever liability questions arise.

We ensure that ADA requirements are followed in our procedures for administering medication and care to children with disabilities.

#### Care of children without Immunization

If a parent has decided not to have their child inoculated, the following procedures then apply:

The parent will provide a signed and dated letter stating that they have chosen not to immunize their child and that they understand the importance of immunizations, side effects and dangers of not being immunized an outbreak occurs, the parent will be asked to remove the non-immunized child from the center until it has been determined that the child's health is no longer at risk.

### MEALS/MODIFIED DIETS/FOOD SUPPLEMENTS

#### MEALS/SNACKS

We participate in the USDA Child and Adult Food Care Program, and therefore meet the nutritional guidelines for infants, toddlers, preschool and school age programs. The children are provided nutritious meals 3 times a day: The menu is posted for review by all parents on the parent board.

- Breakfast (6:45 A.M-9:00 A.M.)
- Lunch (11:00AM-11:45 A.M.)
- Snack (3:00 P.M.- 4:15 P.M.)

If a family needs support in making choices for food items for a modified or restricted diet the family will meet the child's physician to outline food items

that is suitable for the child after which a signature statement from the physician has been secured with the center the parent will sit with the administrator to complete a weekly meal plan that meets USDA requirements. The menu is to be posted for the nutrition specialist.

The center's nutrition specialist assures that all food is safely stored and secured when a parent provides a modified food. The nutrition specialist assures that all foods offered meet the CACFP guidelines in terms of nutrition and serving size. Infant and toddler foods are cut into bite size pieces to prevent choking.

Children ages 12 months to 24 months of age will be provided homogenized vitamin D fortified cow's whole milk. Children 25 months of age and older will be provided skim milk that is vitamin A and D fortified.

#### **BREASTFEEDING INFORMATION**

Parents that breast feed children can supply the center with milk in storage bags or plastic bottles with the child's name, date of storage, and time. If a parent is in the center needing space to breastfeed a child she will be given provisions to utilize the staff lounge to either pump the milk or to feed the child. Signage is posted outside of the lounge door, (Private Parent Breastfeeding, do not enter).

#### **FOOD RESTRICTIONS**

Due to the many food allergies, nuts, eggs and fish are not served at Kids Learning Academy.

Because Kids Learning Academy participates in the USDA program and it is requested that outside food is not brought into the center. In the event a special food is brought into the center it must be for modification of a child's diet and or approved by the center administrator. If a family comes in and a child has missed breakfast and the parent has food for the child the parent must sit with the child until that food has been consumed.

#### **ACCIDENT/EMERGENCIES**

If a child sustains an injury while at Kids Learning Academy an incident report



must be written and submitted to the administrator for review. A copy of the report will be given to the parent within 24 hours of the incident. If the incident is of a serious nature such as a broken bone or death, EMS will be immediately contacted, the parent will be notified, and The Ohio Department of Job and Family Services will receive notification of the injury.

In the event that Kids Learning Academy must evacuate due to fire, chemical threats, bomb threats, terrorist or any other kinds of violence acts St. Paul Baptist Church (across the street) will be utilized for safety.

The center's ETA book and First Aid Kit, Children's Medication will be gathered and taken with the staff. Parents will be contacted immediately to inform parents of the situation and where their children can be picked up. If a parent cannot be reached, Kids Learning Academy will contact the emergency contacts that are listed on your child's enrollment information. Staff will remain with children until all children have been picked up. If any child has to be transported by EMS a teaching staff will accompany the child to the area of need, and the parent will be contacted.

#### SAFETY PLAN

Fire drills, safety drills, lockdown intruder drills and tornado drills are conducted monthly. For the safety of all no child is left alone, no aerosol sprays are used when children are present, chemicals (cleaning products) are out of children's reach, all staff members are trained in CPR, First Aid Prevention of Child Abuse and Recognition of Communicable Disease. Emergency instructions for fire or weather alerts are posted in every classroom and practiced regularly.

#### STANDARD PRECAUTIONS

1. Surfaces that may come in contact with potentially infectious body fluids are disposable or able to be sanitized
2. Staff use techniques that minimize contact of mucous membranes or

openings in skin with potentially infectious body fluids to reduce the spread of infectious diseases.

3. Staff members clean up spills of body fluids immediately using soap and water.

4. Staff members dispose of contaminated materials and diapers in plastic bags with a secure tie and in a closed container.

5. Tables are sanitized prior to and after snacks and lunch

6. Cots and Crib mattresses are cleaned and sanitized weekly.

7. Toys that children place in their mouths or that are otherwise contaminated by body secretion or excretion are washed in soapy water, sanitized with mild bleach water, and air dried daily.

#### **CELEBRATIONS**

Many times families would like to celebrate a child's special day. This celebration must have prior approval from the administrator and teacher before the celebration date to meet scheduling needs at snack time. The snacks should be USDA approved and equal nutritional values to meet the food groups.

#### **SWIMMING/WATER PLAY**

Kids Learning Academy does not participate in swimming activities, however the children 18 months or older on hot days can participate in sprinkle days and water table fun. Parents must consent to the activity as well as send non-skid shoes, a change of clothing, a swimming suit or trunks and a towel.

#### **OUTSIDE ACTIVITIES**

Outside activities are part of our curriculum , research has shown that children stay healthier when they have daily outside play . Based on this information and state requirements children are taken outside daily to explore and focus on

large muscle activities, science activities and the community in which they live.

Time is limited for the children when there is a situation when temperatures reach above average (90) or below (35) the normal degrees for the season. The adjustment period for their play time will be 5-10 minutes for toddlers, preschool children and school age children.

Infant children under 18 months of age will not be permitted outside during these times. In the event that children cannot go outside due to inclement weather indoor gross motor activities are provided .

#### **DRESS WEAR**

During the change of the seasons please dress your children in the appropriate wear. Children must have tennis shoes or canvas shoes on at all times, their toes must be covered to prevent accidents to their feet. Sandals are not permitted. Cool and or winter weather children will need a light jacket or coat, hats gloves mittens boots snow pants. When children are properly dressed they will be comfortable and safe when outside.

#### **RESTING/NAP TIME**

All children enrolled in a full day program of six or more hours are provided a supervised rest period each day. This time of day allows children to have a supervised quiet time and relax. All children are secured with their own cot or crib for a rest period. During rest time staff may supervise twice the number of toddlers, preschool and school age children allowed by the staff/ratio. This only applies if there is enough staff present and readily accessible within the building to ensure support of the classroom when needed.

When all preparations for naps have been completed and all children are sleeping or resting on their cot, if a child has a difficult time resting soft music, a story, dimming the lights, may be applicable in comforting children. If a child continues to have a difficult time and others are asleep, that child is allowed to play quietly on their cots with quiet materials placed in a cot box. The material

could be a book, puzzle, and a few toys.

Infant children do not have a designated nap time; these children are afforded time to sleep and relax according to their schedules as needed. Children under the age of 12 months cannot sleep with blankets, or restrictive items that cause a choking hazard. Children 12 months or older may use a cot or mat with written consent from the parent.

#### **CHILD ABUSE POLICY**

All of the staff at Kids Learning Academy are mandated reporters and are required to report any suspected abuse, neglect, or maltreatment on the part of an employee, parent/guardian, or volunteer. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise is prohibited. Any means of corporal punishment will not be tolerated. In addition to withholding medical needs, food or rest or sleep as a punishment is prohibited. If any type of abuse or neglect is suspected we are mandated to report/call 696-KIDS.

#### **VISITATION**

Kids Learning Academy is an open facility where we invite parents/guardians to visit our center daily because getting involved makes a difference. Yet we ask that visitation times occur when the children are engaged in activities between the hours of 9:00 a.m. – 12:00 noon. These are the active times of the center, the afternoon hours are the time when children are preparing for naptime.

#### **VOLUNTEERING**

Kids Learning Academy encourages parents and family members such as mothers, father, older siblings (18 years and older) grandparents to volunteer. This action helps foster a sense of pride in our young children. When children see that others are excited about their learning they get excited about what they are learning too. We also encourage families to share their talents and family cultures with our children.

## **PARENT, STAFF AND VISITOR CODE OF CONDUCT**

In keeping with Kids Learning Academy's goal in providing an environment for children to be safe, grow and develop, we require that all adults on the premises behave respectfully, courteously and decently.

**Cursing:** No adult is permitted to use inappropriate language within the facility or property: Threatening language or behavior will not be tolerated and will be reported to the proper authorities. Physical and verbal punishment of children at the center. Corporal punishment is not permitted at the center parents must refrain from disciplining a child of their own or not of their own. It is our duty to report inappropriate behaviors to the proper authorities. **Cell Phones:** Please

do not use your cell phones in the center. Your child needs your full attention as they make the transition from your care to ours, or our care to yours.

**PLEASE BE ADVISED THAT PARENTS, STAFF OR OTHER ADULTS WHO VIOLATE THIS CODE OF CONDUCT CAN BE BANNED FROM THE CENTER AND OR BE TERMINATED FOR SERVICES .**

## PARENT STATEMENT RECEIPT

I \_\_\_\_\_ verify that I have received Kids Learning Academy Parent Handbook of Policies and Procedures.

I acknowledge that I have reviewed the policies and procedures of the center and agree to follow the policies and procedures of Kids Learning Academy Inc.

PARENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

ADMINISTRATOR/DESIGNEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

All activities allow for the children's individual choices and needs. Activities include play time inside and outside, small groups/large groups, games, homework/ help, relaxation, personal grooming

THANK YOU FOR READING THE PARENT HANDBOOK AND SELECTING KID'Z CORNER FOR YOUR CHILD'S EDUCATION AND CARE. PLEASE SIGN AND RETURN THIS PAGE TO THE CENTER TO BE PLACED IN YOUR CHILD'S FOLDER.

All attachments are located on the next few pages for review. Please



keep them available with your handbook.