



Kids' Care Club
Child Development Centers

Parent Handbook

2021/2022

Philosophy

Kids' Care Club (KCC) is dedicated to providing an environment that supports the development and learning of each child. Our program's goal is to use developmentally appropriate activities to develop each child socially, emotionally, physically, linguistically and cognitively through child-guided exploration. Our program is accredited by the National Association for the Education of Young Children (NAEYC).

Mission Statement

Our primary mission is to provide quality care to children in a safe, healthy and nurturing environment.



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Parent Policies

Licensing

KCC is licensed by the Department of Social Services Community Care Licensing Division and conforms to all state laws regulating the operation of childcare center laws, as well as federal and state civil rights laws.

It is against California state law (Kaitlyn's Law) to leave a child who is 6 years of age or younger alone in a car without supervision of a person at least 12 years old. This includes while dropping off or picking up your child at KCC. Please also note that it is against school policy to leave your car idling in the parking lot during drop off/pick up unless it is necessary during times of extreme heat or cold to maintain the interior temperature.

Admission

KCC accepts all children ages 6 weeks to 6 years, regardless of race, color, sex, creed, religion, and national or ethnic origin.

Enrollment

You must register your child before the first day of attendance. To register:

1. A \$250 (non-refundable) annual registration and materials fee, and a \$200 (non-refundable) deposit towards the first month's tuition must be paid at the time the child is registered at the Center.
2. Complete the enrollment forms.
3. Bring your child's yellow State of California immunization record.
4. Email the Center Director a .jpg photo file of the child's parents and people indicated on the authorized pickup list.
5. Provide a Physician's Report signed by a physician, including TB results.
6. Schedule an appointment for orientation with the Director.
7. Visit the classroom with your child two times before the first day of attendance.



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Sign-In/Out Procedures

You are required to sign your child in and out of the program each day. This record is proof that your child is on site and is used in emergency situations. If a child is to be picked-up by someone other than a legal guardian, prior written notification is required. As legal guardian, you should provide the Center with at least two names of persons authorized to pick-up your child in case of illness or emergency. A state photo ID is required for anyone picking up a child. If your child is not signed in/out each day, there will be a \$25.00 charge applied to your account. We may also required you to return to the Center to sign your child in for the day. **THIS IS A STATE LICENSING REQUIREMENT.**

Child Care Fees/Schedules

Fees are charged based on your monthly schedule. You are charged whether your child attends or not, including absences for illness or vacation.

- A \$250 (non-refundable) annual registration and materials fee, and \$200 (non-refundable) deposit towards the first month's tuition must be paid at the time the child is registered at the Center.
- We ask that you notify the Center by 8:00 AM if your child will be absent.
- You are required to provide 30 days written notice when making changes to your child's schedule, especially changes that reduce your child's attendance or terminate attendance.
- Parents are responsible for contracted fees.
- Full-time programs shall not exceed 10 hours per day. Children arriving before or staying past their scheduled program time need prior approval and will be charged for extra time at the hourly rate of \$25.00 (one hour minimum).
- A \$20 (one time) nap mat fee will be applied to your account at the time of enrollment. You may also purchase a sheet for your child at an additional (one time) fee of \$10.



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Late Fees

If you pick-up your child after the Center is closed at 6:00 PM, you will be charged \$50.00 per child for each 15 minutes.

Tuition Payments

Attendance at the Center is on either a full-time or part-time basis. Tuition is due the last Friday of the previous month. A late fee of \$50.00 is assessed on account not paid by the fifth of each month. An account must be in good standing by the 10th of each month or student is subject to dismissal. (See Tuition Schedule)

Returned Checks/ACH

A \$25.00 charge will be added to your account for any returned checks/ACH. If more than two (2) checks/ACH are returned within a calendar year, you will be required to pay with cash or cashier's check for the remainder of the year. Enrollment will be suspended until your account is made current.

Withdrawal Procedure

KCC programs require a written 30 day notice to the Center Director and completion of a KCC withdrawal form. A full month's tuition will be charged if the required 30 day written notice and KCC withdrawal form are not completed 30 days prior to your child's last day.

Meals and Snacks

KCC will provide a morning and afternoon snack except for infants. If your child is at the Center over lunch time, you have the choice to bring a bag lunch to the Center or a catered meal is available for an additional charge of \$10.00. State law requires bag lunches to provide one third of the child's daily food requirements, including a source of protein, a fruit, a vegetable and milk. **Nuts, nut products, chewing gum and excessive sweets are NOT allowed at the**



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Center. Check with your classroom teacher for additional food restrictions due to allergies. Prior to bringing food to the Center to share, please check with administrative staff due to allergy concerns. Please refer to the "Lunches Brought From Home" form for additional guidelines.

Medication

The Center will dispense prescription medication with written authorization from the child's physician and a parent. Medication must be in the original container and be accompanied by the doctor's dosage instruction. All medications must be given to an administrator upon arrival at the Center. Please fill out a medication form when dropping off your child. **No medication should be placed in cubbies, lunch boxes or on the counter.**

Illness Policy

KCC is not equipped to handle ill children. For their safety and the safety of others, we require that all sick children be picked up within one hour of a parent or guardian being called. If we request you to pick up your child, you must respond within one of the first call or receive a \$25.00 charge. It is essential that you keep the information on your registration card up to date so you can be reached if your child becomes ill.

A child should be kept at home if any of the following symptoms occur:

- A fever of 100.5 degrees or higher
- Diarrhea or vomiting within 24 hours
- Any undiagnosed rash
- Sore throat or cough
- Earache or pink eye
- Profuse nasal discharge
- If an illness or other concerns prevent the child from participating comfortably in activities.



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We require a child to be **symptom free for a 24 hour period**, prior to returning to the Center. If your child has been exposed to any contagious disease such as whooping cough, German or regular measles, mumps, chicken pox, diphtheria, pinworm, head lice, or scarlet fever; please keep him/her at home and report this immediately to the Center. The Center Director will notify parents of other children who may have been exposed.

Allergies

All allergies to food, medication, bee stings, etc. must be listed on the Registration form, as well as, an allergy form. Parents and physician authorization are required to dispense medication. **Severe allergies need to be discussed with the director and teachers upon enrollment.**

Discipline

Our positive guidance policies and procedures will help children learn appropriate behavior. Children are presented with positive models of acceptable behavior. Redirection and problem solving techniques will be used by staff. Children are taught to use acceptable alternatives such as problem solving and critical thinking skills in an effort to reduce conflict. We will provide all children and staff a safe and secure environment.

Biting Policy

Biting is common in a child care environment. What do we do when it happens?

- Attend to the recipient first. Complete an incident and oouch report.
- Parents of the children involved will be notified. Names of children involved will not be provided to parents due to confidentiality.
- When a child has bitten several times in a short period of time, an intervention plan will be developed by the teacher(s), the director, and the child's parents.



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If a child continues with little or no sign of improvement, the Center reserves the right to exclude the child from the Center.

The goal is to limit or eliminate the use of any exclusionary measures. KCC will work with families to provide the necessary care based on the best interest of the child and will communicate the steps to be taken. If KCC has exhausted all possible interventions and is not able to meet the needs of the child, resources will be provided to the family for accessing services and/or alternative placement.

Parent Code of Conduct

At KCC there is zero tolerance for any kind of threats. Parents are to exhibit socially acceptable behavior. Parents are never to use violence, aggression or discipline towards any person including other children, parents, staff and/or family members.

Clothing and Accessories

Children should wear play clothes and secure fitting shoes. Supply an extra set of clothing in your child's cubby at all times. All clothing must be labeled with your child's name. No jewelry or sharp hair accessories are allowed at the Center. Children are encouraged to wear a hat on the playground during the summer months. No hair bows, clip and/or rubber-bands are allowed in our infant/toddler classes (choking hazard).

Holidays

We operate according to a planned calendar, however, at the discretion of the Center Director, the Center may be closed on any given day. We will be closed the following holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving (2 days), Christmas Eve, Christmas Day through New Year's Eve Day and three (3) days for teachers' training. We will be closed on the Friday preceding, or Monday following a holiday that falls on Saturday or Sunday. Full tuition is expected the week in which a holiday occurs.



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KCC's Infant Program

Our infant program is designed to meet and satisfy your baby's individual needs. Our quality caregivers provide a safe, healthy and nurturing environment for your baby. Your baby is one of a kind. We will follow your baby's rhythm for feeding, sleeping and playful interaction. Our objective is to mirror your patterns at home.

Your baby is ready to learn, so we have a specific plan for your child – including daily activities, materials and baby milestones. Our focus is to provide a stimulating natural environment where curiosity and healthy development can grow continuously.

Infant policies

- We have a “no shoe” policy in the classroom. Our teachers do not wear shoes inside the classroom. Parents are asked to either remove their shoes upon entry or use the shoe covers provided.
- Parents provide all food including snacks, lunch, and formula (pre-made). All must be labeled with the date and child's name.
- Every quarter you are required to meet with your child's primary caregiver to discuss the needs & services of your child.
- Parents provide all supplies for child including bibs, blankets, diapers, wipes, and extra clothing (refer to Infant checklist in welcome packet).
- A doctor's note is required to dispense any medication.



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Parent Participation Program

Parents are welcome to visit and observe their children anytime. Parents' observation and participation in the Center's activities are encouraged. Parents can find information regarding our program and special events happening at the Center or in the community on the parent information boards located in each classroom and in the front lobby area.

Parents are encouraged to: Share special talents, such as: singing, playing an instrument, storytelling, carpentering, gardening, and/or cultural activities. Additionally, to work with children and staff in their daily activities and routines, help with parties, and help organize special fundraising projects. If you are interested, please contact your child's teacher or the Center Director.

Volunteer! Share your profession! Be sure to attend Parent Involvement meetings every other month. We offer free child care, refreshments, special guests, training on parenting issues and more.

Birthday Celebrations

This is a special day for your child and we are happy to celebrate every child's birthday here at Kids' Care Club. We will have a crown made, a certificate to present and a small gift for the birthday child. Some teachers will have other activities as well. **We ask that nothing (food or gifts) be brought to school.** In addition, we have a Birthday Gift Club (Please ask for details).