

where children bloom



# Kids Corner

The Community Center for Early Childhood Development

Quality Rated Program



*Parent Handbook*

# Mission Statement

Our mission is to exceed the expectations of the families that we serve, by providing quality age specific care in an educational learning environment. We aim to be every child's home away from home by establishing lasting relationships with every child and their families. We will create a fun, loving environment with the best people working together as a team to accomplish our mission and to improve the lives of all children.

Kid's Korner-The Community Center for Child Development  
Cheyenne County Community Center  
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Director: Tiffany Jones

Kid's Korner began offering quality childcare to Sidney and its surrounding communities in August 2003. The center has been established to provide high quality services including preschool readiness curriculum, an after-school program and offers care to those utilizing the Cheyenne County Community Center. Local colleges may also use the center as a training center, for students majoring in early childhood development education and other related fields.

The Nebraska Department for Social Services, the State Fire Marshall and the Department of Health licenses the center.

Kid's Korner strives to bring families quality care, which include daily learning experiences that are balanced by teacher directed activities. There will also be a balance between group activities, individual activities, gross motor skills, fine motor skills, outdoor play and quiet play.

Regulations for the childcare center will not only be met, but also exceed in offering the safest possible environment for your child. The State of Nebraska also regulates Continuing Education Units (C.E.U.'S). Providers taking college courses, completing CPR and First-Aid training, reading and reporting on materials pertaining to child development and attending conferences for childcare, earn Credit Educational Unit's. CEU's benefit our providers with knowledge, progressive teaching strategies, and to constantly strive to offer the best care and learning atmosphere for your children.

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# Kid's Korner's Curriculum

Kid's Korner - The Community Center for Early Child Development not only provides quality care, but also an infant, toddler and preschool curriculum as well. Creative Curriculum is researched base and recognizes that children learn best by doing. The activities provided and suggested are designed to help children grow emotionally, socially, intellectually, and physically. Along with building a strong sense of their individuality and self-esteem. Kid's Korner will prepare your children for a good beginning in school.

## **AGES AND STAGES QUESTIONNAIRE (A.S.Q)**

Along with Creative Curriculum, Kid's Korner teachers will utilize the Ages and Stages Questionnaires. Our center believes that early detection is best and this tool helps to provide a developmental time line for your child. Those who do not wish to have their child(ren) participate in this, are responsible to sign a decline document. Parents may ask their teacher or the director for the refusal sheet. If the center does not receive this, the center will follow their protocol and assess the child. Developmental Screening will be conducted within 90days of enrollment.

Every month the program will include a variety of activities such as; language activities, number recognition, activities which help develop listening skills, science experiments, matching, sorting, and sequencing, along with creative play cooking activities, music and rhythm time, alphabet activities, fine and gross motor activities.

## **AFTER-SCHOOL / SUMMER BUG PROGRAM**

Kid's Korner also provides an after-school program for all children Kindergarten and up. This program provides fun yet educational activities that are geared towards extending your child's opportunity for learning outside of a traditional classroom. These include multicultural crafts, science experiments, food experiences as well as seasonal crafts, activities and games. Each month's activities are based on a thematic unit. You will receive a monthly newsletter along with an activity calendar that will serve as an outline of daily experiences planned for your child. Your child will also have time to do any homework as needed before extra activities are offered.

During the summer months, your child will continue to learn and grow through our Summer Bug Program. The activities they will experience will include those listed above in addition to field trips and other activities. Field trips will include movie day, swimming day, library day and more.

### **HOURS AND DAYS**

The hours for Kid's Korner are 5:30am to 6:30pm. Days of operation are Monday through Friday. We will observe the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. If a Holiday lands on a weekend day, the center will close either the Friday or Monday for observation.

Kid's Korner will make every effort to remain open during the snow and ice days. Please tune into local radio station for updated closures, late starts, or early closures for these days. You may also follow us on Facebook at Kid's Korner Childcare Ctr.

### **ELIGIBILITY**

Kid's Korner offers care for children ranging in ages from 6 weeks to 12 years old. No family shall be excluded from our center because of race, color, religion, disability, sex or national origin. Only the child's parent or legal guardian may enroll children into the center. The responsible person that enrolls the child will be held ultimately responsible for any accrued charges. The center must be informed of any custody situation and will request documentation of such arrangements.

### **REGISTRATION FEE**

An enrollment fee of \$100.00 per family will be required before care begins. \$50.00 will be credited back on first billing statement. If care is declined the fee is non-refundable.

To better serve the needs of parents and children, Kid's Korner has a pre-enrollment process.

The application forms include: billing contract, general family information, information on who can pick up the child, release of liability, emergency contacts, USDA food program forms, release to photograph your child and

permission for child to participate in Kid's Korner's programs. As well as, signing up for Tuition Express, MyProCare and Parent Engagement App. The State of Nebraska and Kid's Korner require a copy of the child's immunization record. This record must be kept up to date. If families have a religion that prohibits immunization, a clergy member must sign a letter or if the child is not current on shots due to a medical condition a physician must release a reason why the child is not up to date on his or her records.

The center will keep a file on all children. The file will include enrollment information, permission slips, special considerations, health issues, and observations of child by providers, medicine consent forms releasing the center to administer medicines upon permission, immunization records along with the policy and procedure acknowledgement form and Tuition Express a payment processing system. This file may be open to parents of the child and to the director. All information is kept confidential.

All required paper work, needs to be handed in before the enrollment date. Failure to do so will result in suspension of enrollment and Kid's Korner will not be able to guarantee a childcare slot for your child.

Any changes in the information, whether it is new or different phone numbers, address, or emergency contacts must be reported to the director immediately. Parents may also utilize their MyProCare App to change information.

### **WAITING LIST**

If there is not an immediate position open for your child, you may be asked if you would like to be put on Kid's Korner's waiting list. \$100.00 is required upon choosing to do so. This is non-refundable and is per family and is considered your registration fee. When a slot opens and care has begun, \$50.00 will be credited to your first childcare bill. If you do not choose to utilize our childcare services when a slot is available, the money is not refundable. Kid's Korner will contact you as soon as a childcare slot becomes available. If you are an expectant family and are not sure on a specific date that care will need to start, an approximate date will be needed and it is the parent's responsibility to call 4 weeks prior to the start date to assure the position will be open at that time. We ask for your patience and



understanding, as we will not move a currently enrolled child to the next room until they are developmentally ready.

### **ARRIVAL TIMES**

Responsible party or parents must accompany their child into the center and are responsible in clocking them in. The time clock is located at the front desk. Every authorized person to drop and pick up may be given a code. The center is not responsible for any child who is not signed in. When dropping off the child the adult must make sure that the child's caregiver is aware of the child's presence. Provider and parent communication is important to report any needed information on the child.

### **DEPARTURE TIMES**

Adults and/or person approved by the parents or guardian must clock the child out upon departure. If there is no time recorded, the center will charge a full day's rate. Children will not be released to anyone under the age of 16. Adults must make sure that the child's caregiver is aware of the child's departure. Parents and providers need to exchange information on the child's day.

The center reserves the right to not let anyone that has caused a problem on Kid's Korner's premises. All persons must check in with director upon entering the facility. Anyone not recognized by sight will be asked for a picture ID.

It is the parent's responsibility to inform staff of anyone other than the normal person will be picking up the child. Please inform the other party that they will need to show identification before the child may be released in their care.

All children must be picked up by closing time, 6:30pm. If you are running late and are unable to get to the center on time, a phone call to the facility is appreciated. A parent who fails to pick up their child by closing time will be charged an additional fee of \$3.00 for every 5 minutes the child is at the center. Payment will be expected at the time of your arrival. If payment is not paid at this time, care may be terminated. The Department of Health and Human Services will not be responsible for this additional charge. The following steps will be followed if a child is left beyond closing time:



1. If a child is left after 6:45pm a provider will place a call to the parent's home and/or work and persons listed on the emergency contact form. If the phone call successfully reaches the parent they will be asked to pick up the child.
2. If the child is left past 7:00pm, and the phone calls were not successful, the director will then place a last call to the child's parents and/or emergency contacts listed on enrollment form. If the calls are still unsuccessful the local law enforcement agency will be notified for a neglect and abandonment situation. The child will be turned over to the proper authorities and childcare will be terminated.

### **CHILDCARE PROVIDERS RIGHTS**

The State of Nebraska requires Kid's Korner- The Community Center for Child Development to be on the lookout and report any and all cases of suspected abuse and neglect to the proper authorities. We will follow our protocol in reporting any questionable abuse by contacting the proper authorities. We are all mandatory reporters.

### **GRIEVANCE POLICY**

It is the intent of Kid's Korner to provide all parents and guardians with an avenue for discussing and resolving any concerns that they have regarding the care being provided by the center. When a concern has been identified, the parent should first discuss the issue with the teacher or childcare staff. It is suggested that to facilitate the conversation, an appointment should be scheduled and the individual requesting the appointment should prepare a written list of pertinent discussion points prior to the appointment. Notes of what was discussed and agreed to during the meeting are also encouraged. Once the teacher or caregiver has addressed the issue, based on the response, the parent or guardian should consider the issue resolved. If the teacher or child caregiver was unable to address the issue because of its administrative nature, or if the parent or guardian is dissatisfied with the response or outcome, he/she should then discuss the issue with the Director. At that meeting, the parent or guardian should be prepared to discuss what has transpired to-date. The Director will research the issue and respond to the parent in a follow-up meeting, or at the initial meeting if no research is needed.

## **PERMISSION SLIPS**

Kid's Korner requests that parents sign the *General Authorization* located in the Enrollment Form. This hereby release your child to participate in general activities within the center.

There will be special permission slips available for specific field trips and/or events. This will be on a trip-by-trip basis.

## **CLOTHING**

All children should arrive in comfortable PLAY clothes. From time to time children do get dirty and messy. This should be expected. Infants should be dressed in diaper accessible outfits and children potty training should be in easy accessible clothing. The center requires that all children bring at least 2 changes of clothes. The extra clothing should be appropriate for current weather conditions and must be clearly labeled with first and last name.

## **TOYS**

Kid's Korner allows for children to bring one appropriate toy to the center. Please refrain from bringing in toys that would be used as being violent, such as guns, swords, etc. Kid's Korner will not be held responsible for lost or broken items.

Teachers disinfect the toys with disinfectant checking them every night along with soaking them in a bleach and water formula once a week. All toys are inspected on a weekly basis during this time to ensure they are clean, safe and in good shape. Any broken, chipped or cracked toys will be thrown away. The centers maintenance department will ensure that fixtures, equipment and furnishings are in good repair monthly.

## **NAPPING**

Kid's Korner's daily schedule includes a quiet time. Children are not required to sleep, but are asked to rest for 30 minutes. Those children that choose not to sleep may join in on a quiet activity.

The center will allow your child to bring in a security object for this time. Please limit these to two objects and label with initials. Infants will take naps according to their routine and/or parent requests.

## MEALS

Kid's Korner participates and complies with the United States Department of Agriculture (USDA) nutritional standards for meals and snacks. Meals are planned with the utmost nutrition in mind. Fresh Vegetables and Fresh fruits along with whole grain and low-fat milk are offered. Upon enrollment parents will be asked to fill out an income form. This will determine how much the center will be reimbursed for your child's meals. The income form will be confidential and only viewed by USDA staff and director.

Kid's Korner will provide the following meals and snacks:

- Breakfast 7:00am to 9:00am
- Lunch 11:00am to 01:00pm
- Snack 2:30pm to 4:00pm

Lunch count will be taken by 9:00am. If you are running late, please notify your caregiver if you will need any lunch prepared for your child. If your child is on the schedule and will not be in attendance, please let the center know they will not need lunch. Parents are welcomed and encouraged to eat with their child for a fee of \$3.00. Please let a caregiver know if you are planning to join us.

Sidney Public School provides lunch to Kid's Korner. The center will provide breakfast and snack. It is required that all food will be offered to all children. Parents or guardians should disclose to the facility, in writing, all allergies that a child may have. This disclosure must be followed up by a doctor's note, which describes the child's allergies. There will be no additional charge for meals or snacks. Children are encouraged to try all foods but not required to eat. Copies of the menu will be posted at the Parent's Corner. Food may NOT be brought into the childcare center (this includes gum and candy) unless arrangements have been made with the director. It is not fair for one child to eat a doughnut for breakfast while the other children are eating cereal. The only exception will be for birthdays and holidays. This will need to be approved by the director and enough food needs to be brought for all children. Please refrain from bringing anything that contains any kind of nut due to our kiddos who have nut allergies.

Our teachers enthusiastically role model eating healthy foods served during all meals. Teachers always praise children for trying new or less-preferred

foods and food is never used to calm upset children or encourage appropriate behaviors. Children are asked if they are full before being excused and if they are still hungry before multiple helpings. Monthly menus are available, Meals are planned using USDA components and serving sizes. Nutritional education is readily available at the center.

### **PHYSICAL ACTIVITY AND OUTDOOR PLAY AND LEARNING**

Daily activity is very important for children and is part of being a healthy child. Exercise helps strengthen their bones and muscles. Being active helps children stay fit and have a feeling of overall well-being. Our center offers a variety of play equipment outside as well as in the gym for children to choose from. Teachers supervise and encourage as well as join in to increase children's physical activity. Children are engaged in planned lessons focused in building gross motor skills at least 1 time per week. The amount of time spent indoor and outdoor physical activity is 120 minutes or more a day.

### **SCREEN TIME**

When television or videos are shown to children, the programming is always educational and commercial free. Teachers will always talk with children about what they are seeing and learning. When screen time is offered, children are always given the opportunity to do an alternative activity. The amount of screen time allowed in our program is less than 30 minutes a day. Children under the age of 2 will not have any screen time.

### **WHAT SHOULD I BRING?**

The following are items recommended for you to bring with your child daily, or left at the center. Please remember to label all children's belongings.

- Extra clothing
- Diapers- at least enough for the day. (Children are changed every 2 hours)
- Wipes
- Bottles- enough for the day.
- Baby food
- Pacifier
- Security Objects- Please limit to two objects

## **VISITATIONS**

Parents are more than welcome to visit their child at any time during the day. Please take into consideration how your child will react to your presence and departure. Anyone other than parent's who would like to visit, need to make prior arrangements. Parents need to communicate who will be stopping by. All visitors must check in with the director upon entering the facility and have identification to show.

## **COMMUNICATION**

An important key to a successful childcare center is the open communication link between parents and providers. If any questions or concerns should arise please feel free to contact the center's director. All notices will be posted at the Parent's Corner and flyers and notes will be in your child's personal locker or mailbox. Kid's Korner will have parent meetings to keep all informed-on happenings and new changes. All families will be set up with a MyProCare link to keep their account up to date and submit scheduling. Any changes or additions to policies and procedures will be posted on August 1<sup>st</sup> and put into effect on September 1<sup>st</sup>.

## **TOILET TRAINING**

Kid's Korner will be more than happy to help you and your child learn this task. When you believe your child is ready please let a provider know. Please also remember that consistency is the key when potty training your little one.

## **TRANSPORTATION**

The center does have means for transportation. We have two busses that have the capacity for 13 passengers with seatbelts for pick up after school, educational field trips, emergency situations, or upon specific arrangements. Kid's Korner will need a signed permission slip for all types of transportation services. When these opportunities do arise you may be asked to bring in your child's safety seat. We follow safety requirements such as, person 18 or older with a current operator's license, first aid kit, and all children's contact information is kept on the bus. Steps are taken to ensure no child is left on the bus.

## **MEDICINE**

If there comes a time when parents would like Kid's Korner's providers to administer medicine to your child for any reason, the parent must fill out a medicine form that grants permission for staff to administer medicine.

The medicine forms are located at the Parent's Corner and consist of type of medicine, dosage, times and days to administer, side effects to watch for, and reason for giving the medication. The parent must sign this form.

For the center to administer medications, medicines must be in its original container, have the child's name labeled on it, medicine form filled out in its entirety, and the medicine may not exceed instructions on the original label without a physician note.

If the medication needs to be administered longer than 1 week, Kid's Korner will request a physician's note to post it as a "Standing Order". This includes diaper ointment, teething tablets, Tylenol or any other medications that are stated as an as needed basis.

Medications need to be taken home once the medicine form is complete. We cannot keep medications longer than 1 week without a physician note. Medicine consent forms will be posted in an area that is confidential.

## **ILLNESS**

Kid's Korner is not able to take children who are ill. Please keep them at home or make other arrangements for care if they are experiencing any of the following symptoms. The center will use this as a guide when sending children home.

- A temperature of 101 degrees or more
- Vomiting
- Diarrhea (more than 2 episodes)
- Undiagnosed Eye Infection / Drainage
- Upper Respiratory Infection, cold with severe cough or an influenza type of illness
- Impetigo, scabies, ringworm, lice.
- Strep Infection
- Drainage from the child's ears which cannot be contained with cotton, or if the child will not leave the cotton ball in place

- Any variation in a child's behavior that is "out of the normal routine" (weak, taking an exceptionally long nap, withdrawn, no energy or loss of appetite).

Kid's Korner may admit a child if the child exhibits symptoms of illness after review of a physician's note, which states that, the child is not contagious. The center requests that a child is fever free and has been on an antibiotic (if prescribed) for 24 hours before returning to childcare.

The Center may take precautionary measures to stop the spread of infectious diseases at any time. Parents will be contacted as soon as the decision to close the facility has been made. Kid's Korner sets its own standards and consults with an appointed physician when taking necessary steps to ensure the health and safety of the center in its entirety.

Childcare providers and teachers will follow the same protocol. All our staff is required to obtain the T-dap (whooping cough) vaccine along with an annual flu shot.

## **DISCIPLINE**

The only form of discipline Kid's Korner providers will enforce is a brief, separation from the group.

Children will be encouraged to display positive behavior by providers using positive reinforcement and prevention. Providers will model appropriate behavior, children learn by watching what "big people" do. Staff will refrain from using negative directives, for example...

### **NEGATIVE**

### **POSITIVE**

"Johnny stop running" *instead* "Johnny can you show me your walking feet?"  
Many times, this will correct the child's behavior very easily.

Providers will try to correct the child's behavior before placing them in a sit and watch area. If a child should need to be placed in sit and watch, the provider will discuss with the child why they have been placed there (after 1 minute per age). The provider will then explain the negative behavior and re-enforce positive behavior by discussing how to make "good choices".



If the child's behavior seems to be irregular and uncontrollable the parents will be contacted. The director, child's provider and parents may need to make arrangement to determine what all persons involved can do to help correct the problem with the best needs of the child in mind.

## **TRANSITION POLICY**

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

### ***Transition from home to center***

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

### ***Transition between learning programs***

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

### ***Transition to elementary school***

Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

## **BITING POLICY**

Children biting other children are at once the most common and the most difficult repercussion of group childcare, especially in children from 9-30 months. Generally, once a child is 3 years old, they have developed better communication skills. Children bite for many reasons. They can range from teething, impulsiveness and lack of self-control, to cause a reaction, excitement and over stimulation to frustration and communication barriers. While biting is a normal developmentally stage, it is also very disturbing to all involved. Our goal is to replace the child's behavior with more effective ways of communication. The health and safety of everyone is our focus. The biter is told very firmly and in an appropriate voice that it is not ok to bite and biting hurts. They will then be separated from the group for a short

time. When a child is bitten they will be comforted immediately and the affected area will be washed with soap and water and covered with a bandage if the skin is broken. If a child bites twice in one day we will contact parents with a warning, if the child bites for the 3<sup>rd</sup> time, parents will be asked to pick up their child for the rest of the day.

### **INCIDENT REPORTS**

The safety of your child is Kid's Korner's number one priority, although accidents or incidents with other children may arise. If your child gets hurt in our care, an incident report will be filled out containing when, where and a brief description of the incident or accident. The teacher who witnessed and took care of it will sign the form along with the director or head teacher. You will be asked to sign after reading and take a copy for your records. The carbon copy will be kept in your child's file. Kid's Korner will use their best judgment in the severity of the accident.

### **INFANT SLEEP SAFETY POLICY**

Care Givers will place infants under the age of 12 months on their back when placed in cribs unless there is a medical waiver stating the child should sleep in a different position. Infant Care areas will be smoke free. All infant staff will follow the steps below to reduce the risk of sudden infant death syndrome (SIDS) and prevent other sleep related deaths such as suffocation.

1. All staff working with infants are trained in sudden infant death syndrome prevention, safe sleep practices and infant CPR.
2. Staff will:
  - a. Lay infants on their back to sleep in a safety approved crib
  - b. Check room temperature daily to be 70 degrees, cool but comfortable
  - c. Check infants for overheating during naps
  - d. Encourage parent/guardian to bring sleep clothing. Blankets, bumper pads, pillow and toys will not be used in the crib
  - e. Maintain infant care areas to be smoke free
  - f. Offer infants a pacifier at sleep time.
3. A written note from the infant's physician indicating that the child must sleep in a different position must be obtained and kept on file.

4. It is recommended that childcare facilities provide parents/guardians should sign an acknowledgement that the policy has been received and reviewed.

## **INJURY AND EVACUATION PROCEDURES**

### **NON-LIFE THREATENING**

Non-life-threatening injuries will include things such as stitches, general illness (i.e. flu) etc. These injuries or illness either need medical attention or the child will need to go home. In these cases, every effort will be made to contact the parents first. If the parent cannot be reached, an emergency contact person that has been designated will then be contacted. If parents and emergency contacts cannot be reached, and the child needs to seek medical attention, the provider and director will see to it that the child receives proper care. Childcare providers will follow the instructions given on the child's information sheet concerning which doctor to be utilized. If the physician cannot be reached, the child will be taken to ER and provided care as instructed by the attending physician and/or nurse. Kid's Korner will continue to call parents and emergency contacts during this process.

### **LIFE THREATENING**

If a child becomes ill or injured and it is life threatening, the providers will handle the injury from their training in First-Aid. They will call the ambulance and notify the Childcare Director. When the response team arrives, the provider will notify the parents. If the parent cannot be reached, the staff will notify the emergency contacts and continue to do so until someone is notified. The hospital staff will continue to provide proper care until a parent arrives.

### **CODE BLUE**

A code blue is called when someone is not breathing or his or her heart has stopped. In this case the provider will begin CPR while another provider notifies the ambulance. The director and parents will then be notified. Other children in the room will be relocated to a different room immediately.

### **FIRE EVACUATION**

The children will be escorted outside the east doors and across the parking lot to wait on the grass. A head count will be done and will remain outside

until an all clear has been given. If a fire is in the east entrance the children will go west and proceed out the north entrance door.

### **CODE BLACK**

A code black is known as a bomb threat. The children will be removed from the center and transported to an undisclosed location. Once Kid's Korner has arrived at our "safe haven" providers will then notify parents.

### **LOCK DOWN**

A lock down will be warranted when an unwanted person that may be harmful enters our facility or there is a problem in the community. We will determine which level to go into depending on the severity of the matter.

- Level One: Teachers will be notified to lock room doors. Staff will be on alert and aware of the surrounding happenings and who is present in the building always.
- Level Two: In addition to level one the daycare doors will be closed and locked. Parents picking up will need to call the center for access to the building.
- Level Three: In addition to level one and two the children will be placed in the bathroom and away from doors and windows. Authorities will be called immediately and parents will be notified as soon as possible.

If the center would need to evacuate to a safe location we would notify parents by cell phone to ensure safe reunification of parents and their children. Special needs children will be transported in our handicap accessible bus.

### **TERMINATION OF ENROLLMENT**

- If the parent or child is physically or verbally abusive to a staff member or other children.
- If the child poses a hazard to the safety and/or the health of other children or adults.
- If payment for care is delinquent. (See payment policy)
- Continual tardiness by the parents to pick up their child by closing time.
- Failure to turn in attendance schedule and abide by it.

**\*\* Parents or legal guardians may terminate care with a 2-week written notice. Without written notice given the parents will be responsible for the cost of childcare for 2 weeks.**

All decisions by the center to terminate care are made with the best interest of everyone involved. The center will try to assist the family in finding alternative care for the child that will better meet his or her needs.

### **HEALTH AND HUMAN SERVICE FAMILIES**

Kid's Korner does participate in the childcare subsidiary program. It is required to have HHS authorization papers in before care begins. Families will be automatically put on a Private Pay Status until then. Parents should let director know if the status of the authorization is subject to change. Family Fees are due at the end of each month. Failure to pay amount in full will result in reporting amount to Health and Human Services and care will be terminated until balance is paid. HHS families are not exempt to any additional charges stated in this handbook.

### **ANNUAL ACTIVITY FEE**

The following fee will be assessed to accounts the first week in September.

Multi-Child Families: \$50.00

Single Child Families: \$25.00

This fee is put into place to help with costs of art materials and holiday gifts purchased for your child and your family.

### **SCHEDULES**

To comply with the Nebraska Department of Social Services requirements for Adult/Child ratio, schedules must be set for each child. We require a minimum of 2 weeks of an attendance schedule. Bi-Weekly schedules are due for the following two weeks on Wednesday by noon. Calendars are filled out on MyProCare. Changes may not be made after the cut off date for the following 2 weeks. **If schedules are not sent in Kid's Korner will not be able to hold a slot open for your child.** State regulations will not allow the center to care for a child for more than 12 hours in a day's period. Kid's Korner requests families to call and report if the child (ren) will not be attending his/her scheduled day(s). This helps with child/staff ratio as well as meal counts.

*Full Time Care: A family that utilizes the center 3 to 5 days a week*

*Part Time Care:* A family that utilizes the center for 2 days or less a week  
*Drop in Care:* Drop in care is available upon slot availability. Please contact the director for more information.

**TUITION RATES (Weekly)**

Fees for Kid's Korner are set to offer parent's high-quality care at competitive rates and meet the financial needs of the Program. Rates are reviewed annually and increases may be applied in September.

# of Days a Week ----->	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>DROP IN</u>
<b>INFANT</b> 6wks to 18 mths	\$185.00	\$158.00	\$126.00	\$84.00	Full Day-\$50.0 Half Day \$35.0
<b>TODDLER</b> 18mths to 3 years	\$170.00	\$146.00	\$117.00	\$78.00	
<b>PRESCHOOL</b> 3yrs to 5 yrs	\$165.00	\$142.00	\$114.00	\$76.00	
<b>SCHOOL AGE</b> 5yrs to 13yrs <i>FULL DAY</i>	\$160.00	\$138.00	\$111.00	\$74.00	School Out Day \$32.00
<b>SCHOOL AGE</b> 5yrs to 13yrs <i>BEFORE and/or AFTER SCHOOL</i>	\$70.00	\$56.00	\$48.00	\$36.00	

**ADDITIONAL FEES & NOTES**

- Summer Bug extra activity fees (pool pass, movie pass, snack packs, etc.) are not included in the cost of tuition
- Registration Fee: \$50.00/family due at time of enrollment. Non-Refundable
- Waiting List Fee: \$100.00 with \$50.00 reimbursement when care begins (counts as your registration fee)
- Annual Activity Fee: \$50.00 for multiple child families and \$25.00 for single child families. This charge will be added to accounts on September 1<sup>st</sup> annually.
- Schedules submitted after Wednesday's deadline are subject to an extra fee of \$10.00 per day.
- Decline Fee: \$35.00 for each payment cycle (non-refundable)
- Extended Leave holding Fee: If you anticipate a leave for 30 days (summer care, maternity leave, etc.) authorization and a full weeks

non-refundable deposit per child is required. This fee will be required every 30 days to hold a childcare spot.

- If there is a lapse of attendance greater than 2 weeks, without prior authorization and knowledge, you will need to re-register your child(ren) and pay the registration fee. Your child's spot will no longer be guaranteed.
- Families may terminate care with a 2-week written notice. Without notice Parent's will be responsible for the cost of their contract for 2 weeks.
- Sibling Discount: A \$10.00 a week discount will be applied to the tuition fee for the oldest child of any family with multiple children enrolled in the program, provided at least two children are in attendance that week. This applies only to families attending 3 days or more a week. After School Full Time is excluded in this benefit.
- A 3% charge will be assessed to any family account that chooses to use a method of payment of credit card that is NOT debit, flex or automatic withdraw of a checking account.
- A \$25.00 fee will be added for payment in the form of Cash or Check.

### **TUITION AND PAYMENT POLICY**

Our childcare uses Tuition Express, a tuition payment system that allows parents to set up convenient automatic payments using a designated bank account (checking or savings) or debit card to pay tuition bills on bi weekly schedule. Parents may also pay weeks in advance as well.

A contract is required upon enrollment for a specified number of days per week your child will attend. Contracts are used for scheduling/payment purposes. Any changes in the contract will need to be authorized by the director of the center.

Schedules for the next two week's attendance are required by noon on Wednesday. If a schedule is not received by the deadline and no other arrangements or communication has taken place, Kid's Korner will assume your child will need care according to your contract on file. Schedules submitted after Wednesday's deadline, are subject to an extra fee of \$10.00 per day needed.



Tuition and other charges are due and will be withdrawn via Tuition Express every other Monday following the submitted 2-week schedule/contract. If no schedule is submitted you will be charged your contracted amount.

A count of 10 Complimentary days will be given for each child attending 3 or more days a week. You may use a complimentary day for illness or personal reasons. To receive credit; you must notify the director, before Friday at noon. Complimentary days will not roll over the next year. Kid's Korner observes a year from September 1<sup>st</sup> to August 31<sup>st</sup>. Complimentary refund amounts are as followed:

Infant-\$37.00

Toddler-\$34.00

Preschool-\$33.00

School (full day only)-\$32.00

Receipts or reports can be printed out upon your request. Your online Tuition Express account provides you with payment summaries. You can also print out receipts for payments made and statements for childcare reimbursement programs offered by your employer.

Families do NOT pay for days we are closed due to inclement weather. If the center closes due to unforeseen circumstances and/or your child is sent home for any reason throughout the day, your account will reflect a full day's charge.

*\*\*\*\*\* Forms that are starred in the right-hand corner are needed for enrollment. These need to be filled out in their entirety along with a copy of your child(s) updated immunization record.*

\*\*\*\*\*

KID'S KORNER Early Child Development Center  
&  
Enrolled Family Billing Contract/Worksheet

Rates:

# of Days a Week ----->	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>DROP IN</u>
<b>INFANT</b> 6wks to 18 mths	\$185.00	\$158.00	\$126.00	\$84.00	Full Day-\$50.0 Half Day \$35.0
<b>TODDLER</b> 18mths to 3 years	\$170.00	\$146.00	\$117.00	\$78.00	
<b>PRESCHOOL</b> 3yrs to 5 yrs	\$165.00	\$142.00	\$114.00	\$76.00	School Out Day \$32.00
<b>SCHOOL AGE</b> 5yrs to 13yrs <i>FULL DAY</i>	\$160.00	\$138.00	\$111.00	\$74.00	
<b>SCHOOL AGE</b> 5yrs to 13yrs <i>BEFORE and/or AFTER SCHOOL</i>	\$70.00	\$56.00	\$48.00	\$36.00	

Child's Name \_\_\_\_\_ (Age) Room \_\_\_\_\_

- |                                    |                                    |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> 5 days \$ | <input type="checkbox"/> 3 days \$ |
| <input type="checkbox"/> 4 days \$ | <input type="checkbox"/> 2 days \$ |

Child's Name \_\_\_\_\_ (Age) Room \_\_\_\_\_

- |                                    |                                    |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> 5 days \$ | <input type="checkbox"/> 3 days \$ |
| <input type="checkbox"/> 4 days \$ | <input type="checkbox"/> 2 days \$ |

Child's Name \_\_\_\_\_ (Age) Room \_\_\_\_\_

- |                                    |                                    |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> 5 days \$ | <input type="checkbox"/> 3 days \$ |
| <input type="checkbox"/> 4 days \$ | <input type="checkbox"/> 2 days \$ |

Child's Name \_\_\_\_\_ (Age) Room \_\_\_\_\_

- |                                    |                                    |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> 5 days \$ | <input type="checkbox"/> 3 days \$ |
| <input type="checkbox"/> 4 days \$ | <input type="checkbox"/> 2 days \$ |

Total Amount \$ \_\_\_\_\_ Paid Every \_\_\_\_\_

\_\_\_\_\_  
Parent Signature & Date

\_\_\_\_\_  
Director Signature & Date

## POLICY AND PROCEDURES ACKNOWLEDGEMENT FORM

I \_\_\_\_\_ have read the Parent's Handbook for Kid's Korner- The Community Center for Child Development. I understand the policies and procedures and agree to abide by them while care is being rendered.

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
Date

## MEDICINE CONSENT FORM

I \_\_\_\_\_ have determined Kid's Korner- The Community Center for Child Development competent to give and/or apply medication to my child (ren) when necessary and a medicine form has been completed in its entirety.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

# FAQ

## **Why do I have to sign a contract?**

A contract is required upon enrollment for a specified number of days and times per week your child attends. Contracts are used to determine staffing, billing and meals.

## **When are schedules due?**

Schedules are due on Wednesdays for the following 2 weeks. If a schedule is not received by the deadline and no communication has taken place, we will assume your child will need care according to your contract.

## **Am I allowed to submit schedules more than a week or two in advance?**

YES!! We require a minimum of 2 weeks or more be submitted.

## **My family is planning a vacation, will I still be charged or do I need to take COMPLIMENTARY DAYS for absences?**

If you indicate on your submitted schedule, on Wednesday that you will not need care for the following week, you will NOT be charged. However if a schedule is not submitted you will be charged even if your child does not attend. You then have the option of using your complimentary days.

## **When can I use my Complimentary Days?**

If a change is made to your already submitted schedule you may use Complimentary Days. These days will show up as a credit on your account, since they have already been paid for before services are rendered.

## **How many Complimentary Days do I get?**

All families with exclusion of 2 day a week families will receive 10 days annually. These renew every September. These will not be rolled over to the next year.

## **When will my ledger reflect the complimentary day?**

Your next billing cycle will reflect the complimentary day used.

## **How will I know how many complimentary days I have left?**

You may contact the director. Our system will keep track of these days. We encourage you to keep track as well.

## **The schedule I submitted and the amount I paid for indicated that I needed care Monday thru Thursday. Now I need to add on Friday, what will I additionally be charged?**

You will be charged the Drop- In Fee for extra days.

## **If there is no Public School on a particular day being, in service, snow day, etc. Will I be charged the drop in fee?**

No, you will be charged the School Out Day rate for that day.

**Will I get a Sibling Discount?**

A \$10.00 a week discount will be applied to the tuition fee for the oldest child of any family with multiple children enrolled in the program, provided at least two children are in attendance that week. This applies to families attending our program 3 days or more. After School Full Time, is excluded in this benefit.

**Can I change my contracted days?**

No, unless authorized by the director of the center. Contracts are reviewed and updated annually in September.