

Kid's Club Child Care Center, Inc.
Policies and Procedures
December 1, 2015

Prior to enrollment, completed and signed forms, received by center include:

- Enrollment form
- Emergency contact form
- Permission slip
- Authorization/medical release
- Parent contract
- Copy of immunization record
- Children under 2 year of age:
 - Pediatric Health Statement
 - Infant Feeding Information and Schedule
 - Safe Sleep Policy

Ages: Licensed for 8 weeks to 12 years

Hours: 6:30 AM - 6:00 PM Monday through Friday

Closed: New Year's Day, Memorial Day, July 4th, Labor Day,
Thanksgiving, Christmas Day

Meals: Breakfast	7:30 - 8:30 AM
Snack	~ 10:00 AM
Lunch	11:30 - 12:00 PM
Snack	~ 3:30 PM

Meals will be nutritional, balanced, appetizing and appealing to the taste of young children. Weekly, dated menus will be posted on Parents Bulletin Board. The Center serves whole milk to children between the ages of 1-2; 2% milk to ages 2 and above, along with water.

Infant Foods: Formula, cereal and baby food/snacks will be provided by parents. Bottles should be clearly marked with child's name. A feeding schedule will be agreed upon with parents and infant care giver.

Transportation: School aged children will be transported to and from the elementary school on school days in the Center's van. Each child will be secured by required seat belt at all times. Any child under 6yrs old and 60lbs, is required to be in a booster seat.

Outdoor Activities: Outdoor play will be a daily activity, including infants (weather permitting). **Therefore, appropriate clothing must be provided. Sunscreen, hats, mittens, boots, snow pants, etc. are a must for ALL ages over 6 months.** Only in very inclement weather will outdoor time be suspended. Please mark all clothing with child's name, or initials.

Frequently children are walked to and from the city park for playtime on the playground, or to the swimming pool, or just for walks around the block. Safety rules include walking (as opposed to running) and stopping at all cross walks until the teacher says it's time to cross safely.

Naps: A rest time every afternoon will take place approximately between the times of 12:30pm - 3:00 pm. Toddlers and preschoolers will be provided with napping mats that are disinfected and wiped down each day. For those preschoolers whose parents prefer they not nap, or for those who have outgrown naps, a quiet rest time (watching a movie) during these hours will be provided.

Children are encouraged to bring a pillow case (clearly marked with their name) and if wanted a small blanket for naptime (also marked with name).

Clothing: Play clothes are encouraged. Parents of children who are potty trained should provide a change of clothing, including shirt, pants, underwear and socks--clearly marked with your child's name--to be kept at the Center in case of "accident". Accidents, by the way, are taken in stride and children are not admonished or embarrassed if they have one.

Toddlers and children who are not toilet trained must have disposable diapers or pull ups PROVIDED BY THE PARENTS.

Hair bands or barrettes are discouraged on infants, as they tend to find their way off the child's head, and within hand's grasp.

Healthy Habits: Hand washing before meals and after bathroom use will be taught. Universal disease precaution measures will also be encouraged. Children 3 yrs + will be encouraged to brush their teeth after lunch.

Sign In and Out: Upon arrival each day, parents or designated person must sign Child's Name, their Name and Time to correct clipboard (either Upstairs (8wks-3 yrs) or Downstairs (3 ½ yrs and above). At pick-up, sign your Name and Time next to your earlier signature. This log is used for billing purposes, as well as serving as a record of who brought/picked up the child.

No one other than those listed on Enrollment Forms will be allowed to pick up child from Center. To avoid any problems or inconveniences, a note must be sent or phone call to center, if a change in pick-up is made. Even if the child or staff recognizes the person picking the child up, if they are not listed as a designated person, child will not be allowed to leave until parent is contacted to verify approval. Your cooperation with this safety procedure is very important.

Parent Visits: Parents are welcome to stop by the center at any time during the day. If you will be stopping by for lunch, please let the morning teacher know so servings will be provided for you. Nursing mothers who are able to leave work at times other than their lunch hour are also always welcome.

Open communication between parents and staff is encouraged. A parent bulletin board is both upstairs and downstairs in the center. Notes from caregivers and/or director to parents will be posted on the board with your name on them or attached to the sign in/out clipboard.

Conferences with caregiver and/or director are welcome and will be readily scheduled upon your request.

Illness: A child who has a contagious/communicable illness will not be permitted to attend day care. A good rule of thumb: if a child can't participate in our daily activities (including outdoor time), then they shouldn't be at day care that day. A child will be sent home: if he has a temperature of 100.5 degrees F or greater, has had 2 episodes of diarrhea in one day, has diarrhea that a diaper cannot contain, vomiting, red eyeball with matter building or seeping from the eye or is otherwise deemed unwell by the director/staff. Parents will be notified and are expected to pick up child as soon as possible. State Law REQUIRES us to refuse day care to any child who has not been free of fever, vomiting or diarrhea for 24 hours. Please call the center to notify us if your child has a contagious/communicable illness so that the information can be posted for others.

First Aid: Our teachers are trained and certified in First Aid and CPR. Should any minor accident occur requiring first aid, the parent(s) will be notified as well as completing an incident report. If immediate physician care is needed, 911 will be called and parents will be notified as well as completing an incident report. If the child becomes sick while at daycare, the parent will be called for notification/instructions. If the parent cannot be reached we will contact designated person responsible for child. If a child is suspected of having ingested any poisonous or toxic substance we will call the Emergency Montana Poison Control Center at 1-800-222-1222.

Toys from home: Special blankets or stuffed animals/dolls are always allowed. Books or special videos to share with the group are welcome. Expensive toys, toys with small pieces and other toys from home are discouraged.

Discipline: Our teachers use positive redirection as a regular means of discouraging inappropriate behavior. Safety rules are repeated to the children, I.e. "Hitting is not allowed. That hurt your friend when you hit them." or "Hurting others is not allowed. How do you think that made your friend feel when you _____?" and the child is redirected to a more positive activity. Sometimes a toy may be put in "time out" if it is creating too much of an issue between children. Sometimes children will need to sit with a teacher or be held gently by teacher to calm them down. Time out is used as a last resort. We try to reinforce problem solving skills by verbalizing for the younger children why they are upset, and/or encouraging the older children to use words and not their hands to solve problems.

Billing: Every Monday morning, statements for the previous week's child care will be at the director's window, alphabetically arranged by your last name. It is the parent's responsibility to pick these up and pay them promptly. Anyone with an outstanding balance of more than 30 days, will not be permitted to bring/schedule their child for daycare until the bill is caught up. Questions about payment arrangements must be approved by director.

2016 Fee Schedule

<u>Hourly Rates</u>	<u>Monthly Rates</u>	<u>Daily Rates</u>
8wk-2yr \$6.37	8wk-2yr \$700	8wk-2yr \$37.00
2yr-4yr \$5.73	2yr-4yr \$620	2yr & up \$33.00
4yr & up \$4.29	4yr & up \$540	
Sibling \$3.63	Sibling \$440	

Annual Daycare Registration Fees: \$30/child or \$50/family

Preschool only	\$14/session 4 & 5yr olds	\$7/session 3yr olds
Preschool w/daycare before or after	\$14/session + hourly rate	\$7/session + hourly rate
Preschool w/monthly billing	\$7/session + monthly rate	\$3.50/session + monthly

Preschool Registration Fee: \$25 (separate from Daycare Registration Fee)

*Kid's Club is a state licensed center, as such we are required to schedule on Friday for the upcoming week. Schedules for your child/children are due on Friday at 10am to guarantee a spot for you child/children. We are **NOT** a drop-in center. We have to plan accordingly for staff ratios, food portions as well as being mindful of our licensing limits. Space availability is not guaranteed after the schedule is made. There will be a \$.25/hour fee for any child added after 10am Friday.

*Monthly billing starts on the 1st of the month, no pro-rating

*Sibling discounts are available to families with more than one child, who has more than one child scheduled for that day/month. If only one child attends for the day/month, the regular rate will be applied.

*Kid's Club does participate in the Early Beginnings Scholarship program. Our rates are close, but not an exact match to what Early Beginnings will pay. Parents/guardians are responsible for any differences on the final bill. Early Beginnings will only pay for what the child is actually physically at Kid's Club. We must charge for what the child was scheduled. If the child cancels for any reason (illness, vacation, Mom's schedule changed, etc....) or is not here for the full amount of time they were scheduled, Early Beginnings will not pay. Parents/guardians will be responsible for the time the child was signed up for, as that spot was specifically reserved for that child.