



**Welcome to Kidz Connection!** To facilitate a greater understanding between parents and staff, we have created this handbook. Please read it carefully. It is an outline of policies/procedures and a mutual agreement for parents and/or guardians of children and students who attend Kidz Connection.

#### **Non-discriminatory policy**

All children enrolled at Kidz Connection must be at least three (3) weeks old. Kidz Connection is a non-discrimination child facility. All children are welcome regardless of race, color, religion, sex, handicap, national origin or ancestry, as long as the school can meet their needs with no detrimental effect on the school environment.

#### **Hours of Operation**

We are open Monday – Friday, 6:30 am – 6:00 pm

#### **Observed Holidays**

We will be closed on New Year's Day, Martin Luther King Day, Presidents Day, Juneteenth, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, Christmas Eve, Christmas Day and the day After Christmas.

Advanced notice will be given on any other days that Kidz Connection may be closed.

#### **Trial Period**

Each child has his/her own temperament and rate of development. The center may not be an ideal place for all children. Therefore, we consider the first two weeks of care a trial period. If at the end of the two weeks, the child does not appear to be adjusting to the center, we will schedule a conference to discuss the matter. At that time, we will plan a course of action which may include referring you to another childcare facility.

#### **Arrival and Departure**

We REQUIRE that you accompany your child(ren) into the center each day to ensure both safety and a smooth transition for your child(ren). This also allows messages to be easily passed between parents and teachers.

#### **Pick-up Authorization**

When alternative arrangements for the pick-up of your child have been made, the staff must be notified each day there is a change. PHOTO ID IS REQUIRED of anyone unfamiliar to the staff before a child is released. The photo ID may be copied and placed in the child's file.

#### **Withdrawal Notice**

A two-week written notice is required for withdrawal of your child(ren). Please note: Your account will be billed for the two weeks whether the child(ren) remain attending or not.

#### **Registration**

This is a one-time registration fee of \$50.00 at time of enrollment.

#### **Payment and Late Charge Policies**

Payments are due at the first of each month before care is given. If the account is not paid in full for the current month of care, there will be a late charge of \$50.00 added to the account on the 15<sup>th</sup> of the month. **If you received subsidized care through ICCP and you fail to make your co-pay, you will be sent to collections and will be reported to Health and Welfare.**

If the account continues to be delinquent; it will be forwarded to an attorney/collection and your child will no longer be allowed to attend the center. No vacation time is given.

## Late Pick-up Fees

A charge of \$1.00 per minute per child will be assessed for remaining at the center after 6:00 pm. This charge is due when the child is picked up. The late pick-up fee will be raised after the 5<sup>th</sup> occurrence to \$2.00 per minute per child. The third occurrence and if continues will be asked to leave.

## Emergency Contact Policy

In case of an emergency, every effort will be made to contact the parent/guardian. In a life-threatening situation, an emergency response unit will be called. In the event that the parent/guardian cannot be contacted, the director will call the child's physician and/or hospitalize the child at the parent/guardian expense. Current name, phone number, and addresses must be filed at all times. It is the parent (s)/guardian(s) responsibility to ensure the center has current information. It is also imperative that you inform the center of your whereabouts while your child is in our care.

## Discipline Policy

It's our goal to deal with discipline in a caring and positive manner. The center's policy does not allow physical punishment. Our goal is to work on your child's behavior through set rules. These rules provide encouragement to build a positive child-teacher relationship. First try to redirect the child's misbehavior by focusing on the desired behavior of the child. When time out is necessary, the child will be removed from the rest of the group and set apart from his/her classmates for a short period of time, allowing them to return after a few minutes. If the misbehavior continues, parent and teachers will be called together for a meeting to discuss possible alternatives.

## Sick Policy

Children in childcare are often exposed to more illnesses than children who stay at home. In order to keep exposure to a minimum, sick children may not be brought to the center. If your child should become ill while at the center, you will be expected to pick them up at once. You will be called by one of the center's staff if one or more of the following symptoms occur:

Unusual or unexplained rashes has a constant cough, severe sore throat, head lice, vomiting and/or diarrhea, an excessive runny nose, discharge from eyes and/or ears (Pinkeye) or has a temperature of 100 or higher. Parents are required to fill out the proper forms and to supply all medications in their *original containers*. A new medication form will be required for each prescription and OTC medication brought into our facility. If the child needs medicine, there will be a medical form to fill out on a daily basis.

**Note:** Children are not to return to the center within a 24-hour period regarding the following.

- Head lice, all eggs must be gone (alive or dead).
- Temperature of 100 or higher (weather at home or the center).
- Taking an antibiotic
- Vomiting (weather at home or the center).
- Diarrhea (weather at home or the center).
- Drops for Pinkeye

## Field Trips

Field trips are planned as part of our program. Parents are always welcome to come and participate in our field trip. Swimming for 1st grade and up for the Summer months.

## Clothing

Extra clothing is a NECESSITY. As you know, accidents do happen and your child(ren) may need extra clothing. If there are no clothes available, parents will be called. Please label all items that your child(ren) bring.

**Safe Sleep Policy** (Sleep Sacks) are necessary for (0 months – 12 months).

## Toys

Children are **not allowed** to bring toys from home or take toys from the center. **WE PROHIBIT ANY TOY LIKE WEAPONS: GUNS KNIVES, SWORDS, ETC.**

## Additional Items from Parents

Please provide all diapers, wipes, change of clothes, blankets, and other specific items (pacifiers, bottles) in which the child(ren) would like to have to comfort with their stay here with us. We will notify you if additional items may be needed to comfort your child(ren) at Kidz Connection.

**Immunization Records**

Idaho Code 39-118 require that each child’s immunization record or reason for exemption is/to be provided to the center within fourteen (14) days of initial attendance. The primary purpose if this law is to protect the health and well-being of all children (birth to 12 years) in childcare.

**Assumption of Risk**

Participation of physical activities can involve motion, rotation, and height in a unique environment and as such carries with it a certain assumption of risk. Parents/guardians voluntarily assume any and all risk of loss, damage, or injury that may result. Kidz Connection may but shall not be obliged to carry insurance of the child or parents/guardians and the existence of insurance shall not change, alter, or increase the liability of Kidz Connection.

**Release of Liability**

While on the premise of Kidz Connection, parents/guardians or others action for themselves or on the behalf of the children enrolled at Kidz Connection, parents/guardians releases and hold harmless Kidz Connection, its owners and employees from any and all liability claims, demands, and cause of action whatsoever, arising out of or related to an loss, damage, or injury, including death, that may be sustained while participating to Kidz Connection or any premises when activities are sponsored by Kidz Connection.

**Acknowledgement and Acceptance**

I/We have reviewed the Parent Handbook and understand these are the policies and procedures of Kidz Connection. By my/our signature I/We acknowledge and accept these policies.

Parents / Legal Guardian.

Signatures(s)

\_\_\_\_\_Date \_\_\_\_\_ Date \_\_\_\_\_

**Required Information to Enroll Children Checklist:**

- Registration Form
- Financial Agreement
- Emergency Contact Form
- Parent Handbook
- Immunization Records
- Copy of Driver’s License or State I.D. for parent(s)/guardians(s)

**Photo Documentation Consent**

Documenting the Centre’s activities is a part of our program. From time to time your child’s picture may be taken. Pictures taken will be used as displays in the classroom only.

I, \_\_\_\_\_ understand that photos my be taken of my child as they take part in the daily activities at the daycare. I give the staff of Kidz Connection Daycare permission to take photos and display in the classroom.

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

**Facebook Photo Documentation Consent**

Kidz Connection Daycare has its own Facebook page. This page is a place to communicate, see updates on the daycare, view pictures of your child’s day, and for people to see firsthand what Kidz Connection is all about. To post any photos, Kidz Connection Daycare needs your written consent to do so. Please fill out the appropriate section below.

I, \_\_\_\_\_ give Kidz Connection Daycare permission to post photos of my child, \_\_\_\_\_ on their Facebook page. I understand that these photos can be viewed by anyone who uses Facebook.

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

**OR**

I, \_\_\_\_\_ do not give Kidz Connection Daycare permission to post photos of my child, \_\_\_\_\_ on their Facebook page.