

Parent Handbook

A Kid's Place

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WELCOME TO A KID'S PLACE!

Carefully read this handbook and keep it handy for future reference.

This handbook summarizes our program, policies, and the practical details that go into making each day as happy and successful as possible. A Kid's Place Drop in Child Care (A.K.P.) does not discriminate based on race, color, religious creed, ancestry, disability, national origin, sex, or language. The staff at A.K.P. will be glad to address any of your questions or concerns.

We cater to children from infancy to pre-adolescence, specifically ages 4 months to 12 years old.

HOURS OF OPERATION

Monday through Friday 7:00 A.M.-5:30 P.M.

Infant Care 7:00 A.M.- 4:00 P.M.

Closed Weekends.

Monday-Friday doors are closed and phones are not answered from 11:45 A.M.-12:30 P.M.

Holidays and closures

- New Year's Day-closed
- 2-3 weeks in March will be contracted children only
- Easter weekend-closed Saturday & Sunday
- Memorial Day weekend -closed Saturday - Monday
- July 4th-closed
- Labor Day weekend- closed Saturday - Monday
- Halloween-close at 6 p.m.
- Thanksgiving weekend- closed Thursday, Friday, Saturday & Sunday
- Christmas week closed
- New Year's eve and day closed
- Closed two separate days a year for staff's Continuing Education classes (TBD)

SCHEDULING YOUR CHILD

Reservations are required as we fill up quickly. We will hold your reservation for 1 hour. Childcare reservation schedule blanks are put out by the middle of each month. Turn your schedules in as soon as possible. Schedules must be turned in by the 21st of each month for the upcoming month. **Reservations will not be guaranteed otherwise.** After that, reservations are first come, first served. When reserving childcare, be as precise as possible.

You will be charged for the actual times you schedule.

Employees are scheduled according to times reserved by you. We may open or close earlier or later depending on reservations. As a small business, we try to keep childcare prices and operating costs down, therefore, we ask parents to stick to their scheduled reservations. If you are unavoidably delayed more than 30 minutes, call. Cancellations or schedule changes with less than 12 hours' notice will be charged for the actual reserved times. If you need to cancel or change your reservation, please inform us as soon as possible.

*** DECEMBER 21-31 all schedule changes for 12/21-12/31 must have at least 72 business hours' notice unless a doctor's note is provided. You will be charged for all hours that you schedule. If there are not enough reservations, we will close the days between Christmas and New Year's.**

DROP OFF/PICK UP

Children must be walked into and out of the facility by an adult. Please park in a designated parking spot and walk your child into the facility. Staff have already signed in the children for the day. If you need to use a different phone number or pickup person, let staff know at drop off. We must have a current, working contact number in case of illness or emergency. The number provided will need to be answered when called or responded to within 20 minutes.

Children will be released to the child's parent or designated individual over 16 years of age, as specified on the Emergency Contact, and Child-Pick-up Authorization forms, and on the Signature page at the end of this handbook. Proper ID will be required for pick-up.

If a parent or person designated to pick up children is obviously impaired by drugs or alcohol, the center will call the police. If you feel that you may be under the influence, please make other arrangements for pick up.

Parents shall be permitted free access for up to five minutes without prior notice, when their child is in the facility. The staff are busy caring for your children, and do not have time to monitor visitors.

In case of an emergency, where the facility cannot be occupied, children will be **evacuated** to Domenico's Restaurant, across the parking lot. The children will remain there until their designated emergency contact person can pick them up. In case of a community-wide emergency, children will be evacuated to the Cranberry Township Municipal building on Rochester Road. Accompanying facility paperwork is the Emergency Evacuation plan signature page.

HEALTH INFORMATION

Pennsylvania law requires that we maintain a file with current health forms for all children enrolled in our daycare. A Kid's Place requires proof of your child's immunizations on their FIRST visit. We must have a current health form, signed by your child's doctor, within 45 days of your child's first stay. We are required to have a new health form every year. (Infants must have 4 month, 6 or 9 month, 12 month, and 15 or 18 month physical assessments, completed and signed by a pediatrician.)

Any child with a fever, communicable disease, or infection that can be transmitted by casual contact will not be permitted in the facility. Children who have had a fever, vomiting or diarrhea within 48 hours

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may not attend daycare, without a doctor's note. ***Our sick policy supersedes a doctors note for early return.**

Again, we must have a working contact number at all times. If a child becomes ill, the parent/emergency contact is to pick the child up within 30 minutes of notification. If the child is returning within 24 hours (ear infection, pink eye, etc), we will need a note from the pediatrician stating that the child is NON-CONTAGIOUS. "May return to daycare" is **NOT** sufficient. Facility personnel will not administer medication, including over the counter medicines. **Exceptions:** Emergency asthma medicine or insulin may be administered with written instructions from the doctor and a signed note from the parents.

How we help to assure your child stays healthy:

- Good hygiene is stressed WASH HANDS WASH HANDS WASH HANDS
- Every attempt is made to keep toys and play areas sanitized
- Napping is done on individual mats that you provide and wash
- Hand-washing before eating, after the use of the potty, and after playing outside (and about 20 other times during the day)
- No Smoking in or within 20 feet of the Facility
- Health policy strictly adhered to
- Current Immunizations are required- no exceptions

BEHAVIOR

Disciplinary techniques that we use are: remind, redirect, remove from situation, and time out. We try to "catch the children doing something right"; positive reinforcement works so much better than negativity.

Aggressive behavior cannot be tolerated. Repeat offenders will not be permitted to return.

Biting will not be tolerated. First offenders will be sent home. Repeat offenders will not be permitted to return.

COMMUNICATION

A Kid's Place communicates with families using posted notifications, bulletin boards, newsletters, emails, texts, Twitter, Facebook, and yes, even in person. We will make every effort to keep you informed about important information regarding your child's care. Please take time at drop off or pick up to read the information provided on bulletin boards. When picking up your child, please take a moment to hear about your child's day. We know it can be hard, but you may need to hang up that phone....

SAFETY OF YOUR CHILD

Our daycare doors are always kept locked. You will need to knock or ring the doorbell to be let into the facility. Please do not open the door or hold the door open when leaving for others unless you are asked to do so by a staff member.

No firearms, No smoking, No drugs and No alcohol in the facility.

We do not allow toys from home. They can present a safety hazard. A small single comfort item is permitted. No phones, tablets, or any electronic devices that can take pictures are allowed. All items brought from home must be clearly labeled with the child's name. If not clearly labeled, the staff will label items using permanent marker.

No objects less than one inch are allowed in the facility, they present a choking hazard. (coins, small toys, etc)

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Shoes are not to be worn in the direct childcare areas of facility, for obvious sanitary reasons. All children MUST have socks on. If you happen to forget this, especially during sandal season, we do have socks available for \$1.00 a pair.

As your child's cubby is accessible to other children, we do not keep diaper bags on site. Please only bring what you will be leaving at the center for your child (diapers/pullups, wipes, extra clothes, diaper cream, etc.) Keep a close eye on what your child has in their pockets. Things that can be dangerous if in the wrong small hands are: coins, small Legos, hand sanitizer, diaper creams, vitamins, even Chapstick. Please hand a staff member your child's lunch bag/food items, and drinking cup.

All staff receive fire safety training and certification, on an annual basis. A Kid's Place is outfitted with fire-extinguishers, smoke alarms, fire-pulls, emergency lighting, and 4 safety exits. We are required to perform fire drills on a bi-monthly basis, which yes, includes winter.

MEALS AND SNACKS

Breakfast must be eaten before arriving at the facility. Snack for 1 & 2-year olds is at 10:15 a.m. Lunch is at noon. While packing lunch/snack for your child, do not send candy or nuts. (Peanut butter is ok.) Snack is at 2:45 p.m. for all ages. We do not heat or prepare snack items and for lunch we will heat one container for each child, if you have multiple items that need to be cooked, please use one microwave safe container. All items are to be labeled with the child's name. Once children are school age, they will be expected to open packages and containers on their own with minimal adult help. For young children, please do not send new foods. Please send items you know they will eat. We will help the one year olds eat. Two year olds eat at a table that is their own size.

POTTY-TRAINING AND DIAPERING

Diaper changes are done every two hours, and as needed. Diapers and wipes are supplied by parents. If you forget them, diapers can be purchased at \$1 each, usually we just ask you to replace them the next day. Please send enough for your child to be changed every 2 hours, plus an extra, just in case.

We are happy to assist parents in potty training their child. We take them every 2 hours at our diaper times and if they tell us they need to go/we notice they may need to go. We ask that you send your child in pull-ups that have Velcro sides, as well as clothes that THEY can easily put on and take off themselves. This means no overalls, jumpers, belts, buttons, or zippers.

Children are not considered completely "potty-trained" until they go to the bathroom independently and without any assistance or accidents.

CHILD SERVICE REPORT

All children attending daycare, even intermittently, are required by the state to have an assessment completed by their childcare provider. We do ours every 6 months in May and November. Child service reports are used to benefit the children by identifying the child's strengths and completed milestones. When there are concerns, follow-ups or referrals may be initiated. Our families are a part of the assessment process.

INFANTS

We maintain a small, intimate infant care area, where we care for no more than four babies at a time. The infant room and all its equipment are kept apart from the rest of the facility to maintain a sanitary environment for our infants. Our babies receive very special care from our dedicated baby whisperer.

We take care of infants 4 months old and up. Hours for infants are Monday through Friday from 7 A.M. to 4 P.M. We require a minimum of 48 hours for infant reservations. Schedule changes must be done at least 24 hours in advance. Parents are responsible for bringing all diapers, wipes, food and formula/breast milk. Bottles must be taken home daily. Bringing a soft blanket, and familiar comfort item is highly recommended. A written feeding schedule is required, and must be updated with dietary changes. Each day parents receive a detailed report of their baby's day, including, feedings, diaper changes, naps, temperament, and activity.

PRE-SCHOOL PROGRAM

A Kid's Place offers academic pre-school programs. Our goal is to assist in developing your child's confidence, self- image, and ability to interact in academic and social environments. We offer a Pre-K Program, which helps prepare your child for Kindergarten. Pre-K kids have completed at least one year of pre-school.

We also offer a Four-Year-Old Program, for children who may be starting Kindergarten the following fall or not. These kids generally have not had any previous pre-school experience. Our Three- Year-Old Program promotes age appropriate social skills and intellectual curiosity. Our unique Two-Year-Old Program, introduces toddlers to social and pre-academic environments. They learn how to take turns, sing, and listen to stories. They are introduced to colors, numbers and shapes. Many of these children have never been away from Mom, Dad or Grandma.

Pre-school is separate from daycare. Some children only attend daycare, some only pre-school, some do both. Pre-school follows the usual academic calendar, running from September through May.

What to Bring

Your child will need to wear socks and have a sippy cup or easy to open/close water bottle each day. We charge \$4 for a cup if children do not bring one. If they are here anytime from 12:30-2, they will need a sleeping mat, or child size sleeping bag (something with a top and a bottom). Children are not required to sleep, but they must lay quietly on their own sleeping mat. If they are here at noon send a meal. If they are here at 3 p.m., please send a snack (children ages 1 and 2 who are here at 10:15 will also need a morning snack.).

Diapers/pullups and wipes are needed for non-potty trained children. Extra clothes are also something that should be brought to the center.

FINANCIAL INFORMATION

A registration fee of \$ 50.00 per family, is due on the second visit. This fee is due annually during the enrollment month. A Kid’s Place uses these fees to pay for many things, including: staff continuing education and safety classes, purchasing new and exciting toys, books, arts and crafts.

Payment for childcare and related services is due at time of service. If your child’s care is under contract (see your contract), payment is due on the last day of your child’s week. (Unless other arrangements have been made in writing, with the Director). A late fee of \$10.00 will be charged for payments not received on the last day of your child’s week. We accept cash, checks or money orders (discounted pricing.) We accept credit cards (please see staff for credit card prices- 4.5% higher. Returned check fee/Credit card denial for any reason is \$35.

Late Fee: There will be a ONE DOLLAR PER MINUTE charge for anyone picking children up after posted closing time. Childcare charges: **You are charged for the actual times you schedule.** For cancellations or schedule changes with less than 12 hours’ notice you will be charged for the actual reserved times.

Hourly Child Care Rates (cash discount prices)

<u>Drop In Rates</u>	<u>1 kid</u>	<u>2 kids</u>	<u>3 kids</u>	<u>4 kids</u>	updated 4/24
1 hour	9.75/hr 10.25 10.75	13.75/hr 14.25 14.75	14.75/hr 15.25 15.75	15.75/hr 16.25 16.75	Black rates are for ages 3 and up that are completely potty trained Blue Rates are for a 2 year old Red Rates are for a 1 year old
10 hour block	9.50/hr 95 100 105	13.50/hr 135 140 145	14.50/hr 145 150 155	15.50/hr 155 160 165	Infant Hourly Rate \$15 Credit Card/Debit Card Fee 4.5%
20 hour block	9.25/hr 185 195 205	13.25/hr 265 275 285	14.25/hr 285 295 305	15.25/hr 305 315 325	
30 hour block	9/hr 270 285 300	13/hr 390 405 420	14/hr 420 435 450	15/hr 450 465 480	

3 Month Contracted Rates:

<u>FULL TIME UP TO 48 HOURS PER WEEK</u>			
1 st CHILD-	1-2 YRS \$265	2-3 YRS \$255	* 3YRS+ \$250
2 ND CHILD-	1-2YRS \$205	2-3YR \$195	* 3YRS+ \$190
3 RD CHILD-	1-2YRS \$195	2-3YRS \$185	*3YRS+ \$180
FULL TIME INFANT up to 45 hours- \$400/week			
<u>PART TIME UP TO 27 HOURS PER WEEK</u>			
1 st CHILD-	1-2 YRS \$215	2-3 YRS \$205	*3YRS+ \$195
2 ND CHILD-	1-2 YRS \$180	2-3 YRS \$170	* 3YRS+ \$160
3 RD CHILD-	1-2 YRS \$170	2-3 YRS \$160	*3YRS+ \$150
PART TIME INFANT up to 27 hours- \$305/week			
*To receive 3 year old rate child must be COMPLETELY potty trained. These are discounted cash/check prices. Credit Card prices are 4.5% more.			

Parent/Guardian Signature

Date _____