

ARRIVALS AND DISMISSALS

It is **IMPERATIVE** that you sign your child in and out every day. This is required by the State of Maryland and our licensing Agency MSDE Office of Childcare. The signature **MUST** be an **ADULT** signature. It cannot be that of a child or a sibling.

KidzStuff Child Care Center opens promptly at 7:00 a.m. and closes at 5:30 p.m. The doors will not be unlocked until 7:00 a.m.

It is best if you do not linger after telling your child good-bye, if your child is upset, the quicker you are out of sight, the quicker they can be calmed. If your child is upset and his teacher cannot get them calmed after a short period of time, we will notify you. Lingering around in the mornings and afternoons for no excusable reason causes distractions to both the staff and the students who are present.

Parents are expected to pick up their child on time. The facility closes at 5:30 p.m. and the late fee IS EXPECTED for pickup after 5:30 p.m. If late, you will receive a late statement that needs to be paid before entry the next day NO EXCEPTIONS.

Late drop off and late pick up will not be tolerated and can result in termination from the program. Drop off is by 9:00 a.m. unless you have a written doctor's note or prior approval from the office for special circumstances. No child will be permitted after 11:00 am under no circumstances. Late pickup is \$2.00 per minute but continuous late pickup will also result in termination.

PAYMENTS

Late payments will not be tolerated. If your child's tuition has not been paid by the end of each week, your child will not be able to attend the next week until the balance is paid in full. Late fees will still apply. If a family's payment method fails two times a new payment method will be required.

PARENT/STAFF/CHILD RELATIONSHIPS

At no time is outside babysitting or nannying allowed during times of school closings, employee off times, or any other times that the staff member is employed or contracted by the organization. This is a violation of the Employee code of conduct and grounds for immediate termination for the employee, and dismissal from the organization for the child and parent.

KidzStuff Child Care Centers do not condone nor tolerate gossiping or fraternizing of any kind between staff and parents. Discussing salaries, center issues, and the personal and professional issues/information of any staff member, parent, or center practices and intellectual property is PROHIBITED.

KidzStuff Child Care Center STRONGLY discourages the development of personal relationships

amongst Staff Members and parents and holds all Staff members and Parents of enrolled children to the standard of keeping the interactions STRICTLY PROFESSIONAL by always adhering to the above.

CURRICULUM

Your child will be involved in a structured program in which the *InvestiGator's Club Curriculum* will be used. This curriculum has been chosen due to its educational materials as well as its efficiency in meeting the needs of our children in preparing them for their future school experiences. The *InvestiGator's Club* approach to education keeps learning lively, interesting, and memorable.

DISCIPLINE (PREVENT/RE-DIRECT/1,2,3 METHOD/CALMING CORNER/PARENT CALL)

PREVENT

The teachers at KidzStuff Child Care Centers will model a spirit of love and affirm student's good behaviors.

- The teachers will listen to the children to better understand any problems.
- The teachers will have open communication with the parents to help them understand the needs of each child.
- The teacher will maintain a safe environment to help prevent many of the problems.

RE-DIRECT

- The teachers will redirect the children to their own interests whenever possible.

1,2,3 METHOD OR CALL TO PARENT

- 1,2,3 Method will be used when the child has chosen not to follow the direction of the teacher after he/she has been warned.
- The teacher will use age-appropriate calming techniques consists of one minute per one year of age.
- A call to a parent will be made when a child refuses to follow the center rules and is disrupting the classroom or his/her behavior presents a danger to themselves or others.
- Repeated dangerous behavior issues will result in suspension and/or dismissal from the childcare program.

OUTDOORS

Unless it is raining, sleeting, bitterly cold, or extremely hot, our classes will usually go outside every day. Please make sure your child has the appropriate clothing to wear according to the weather.

ACCIDENTS

If a child is injured at the center, an incident/accident report is given to the child's parent at the end of the day. We administer only band-aids, general first aid, and loving care to minor injuries. Parents will be notified in both minor and major cases requiring medical attention. If we are unable to reach either parent and in our best judgement believe that the child needs immediate attention, the child will be taken to the nearest hospital by ambulance accompanied by center staff who will stay until the parents can be notified and arrive. The office staff will continue to call both parents until they have been reached. If an emergency vehicle is required, the cost is the responsibility of the parents.

ALLERGIES

Please notify the center of ANY food allergies or any other allergies where your child might need special attention. Children who have constant green, gray, or colored mucus due to allergies, respiratory conditions etc., will need to provide a dr's notice once every 30 days to confirm the colored mucus is not being triggered by any other source.

ADMINISTERING MEDICINE

KidzStuff Child Care Centers are not licensed to administer any non-prescription medication. All prescription medication will be administered according to the label. The first dose of any medication is the responsibility of the parent/guardian. All medication is checked-in and out daily.

HEALTH POLICIES

It is a fact that children who attend group programs do get sick more often than those who stay at home. Our sick policies have been developed to help us minimize the spread of infection as much as possible and to ensure that the children in attendance are able to participate in the activities with their classmates. Your child will be observed for any symptoms of cold or any other communicable illnesses.

Please keep your child home if he/she has a fever (100.4 degrees or greater), is vomiting, or has diarrhea. It is our policy that you keep your child home for one full school day after he/she is free from fever, vomiting, and diarrhea (when not taking medication) for 24 hours. Even in the absence of all these symptoms, children sometimes indicate by their behavior that they are ill and should not be at school. If your child becomes ill while at the center, you will be notified, and we expect you to pick him/her up within the hour as we do not have the capacity to isolate him/her from the other children. Children who have communicable diseases (such as hand, foot, and mouth disease etc.) should not return to school until all symptoms are cleared and/or have received authorization from the doctor stating that your child is no longer contagious.

SCRATCHING POLICY

Parents will be held responsible for seeing that their children's fingernails are always properly groomed. Long fingernails on small children can be very harmful and could permanently scar or damage the face or eyes of the children. Children who are noticed with long fingernails will be sent to the office; their parents will be called and instructed to come and cut his/her nails. We are aware of accidents but for children who scratch deliberately there will be consequences. Warnings will be given for the first offense. Second offenses, the child will be sent home for the day. Third offense, the child will be suspended for three days with no reduction of fees. If the child continues, the child will be dismissed from- the program.

BITING POLICY

As a childcare provider, KidzStuff Child Care Center realizes that although biting is not abnormal in the sense that 1 in 10 toddlers go through this phase, it is a disturbing and potentially harmful behavior. The teachers at KidzStuff Child Care Center will prevent this occurrence from taking place as much as possible. However, biting will be discouraged from the beginning. Every time a child bites, the parents

will be notified. If a second incident occurs within a week, the staff will shadow the child to determine the cause. If a third incident occurs within a two-week period, the parents will be required to have a formal meeting with the Director and staff to come up with a plan to eliminate the biting. If biting persists, it may be necessary to terminate the child's enrollment to the program.

SCHOOL UNIFORMS

All children aged 2-5 are required to wear the center's uniforms Monday-Thursdays, navy blue tops and khaki bottoms with NO exceptions. Fridays are Freedom Fridays; students can wear any appropriate outfits of their choice. Children can and will be sent home if they do not arrive in their uniforms. KidzStuff Child Care Centers sells uniform items with their logo on it. Parents do not have permission to use the center's logo to create their own uniform items.

FIELDTRIPS

Unless otherwise stated by center management, ALL field trips are center-wide for children ages 2-12. If a child is not attending a field trip for any cause, they will not be able to come to the center on field trip days; all classroom teachers will be on the field trip to ensure the safety of our friends when they are out of the building. Children must have a signed permission slip to attend field trips. Every field trip requires its own permission slip. All field trip money is due on the due date stated in the field trip announcement and must be paid in cash (exact change) to the front desk or via Zelle to the center's bank account. DO NOT pay any staff member for field trips. If your family has an outstanding tuition balance, your child(ren) will not be able to attend the field trip. All field trip money is non-refundable. Uniforms are required for ALL field trips. All chaperons outside of the child(ren)'s parents must be listed on the child(ren)'s emergency form and present an ID to be copied on the day of the field trip.

TOYS FROM HOME

We provide toys for all age groups. Children should not bring toys from home unless asked to do so for "show and tell." Show and tell time will be scheduled for each class at different times during the year. The center does not assume responsibility for lost or broken toys.

Parent Signature

Date

Parent Signature

Date