



HEALTHY BEGINNINGS | THE BEST FOUNDATION

CHILD CARE CENTER

Parent Handbook

*Children are a gift from the LORD;
they are a reward from him. Psalm 127:3*

SCARLET COVERING INC
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KIDZSTUFF CHILD CARE CENTER

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Dear Parents/Guardians,

Welcome to KidzStuff Child Care Center. We are so happy to have your family here with us and cannot wait to start caring for and educating your child(ren).

It is with sincere gratitude that we thank you for allowing KidzStuff to provide your family with childcare services. We realize there are many decisions that go into choosing a childcare center that best fits your family's values and needs. It is our hope that our services surpass your expectations.

Childcare works best when you as the parent/guardian and us as the provider work together during every stage of your child(ren)'s developmental stage. When you see changes in your child(ren) at home please communicate those changes with your child(ren)'s teacher to be sure they are developing at an appropriate pace.

Please take some time to thoroughly read the parent handbook and let us know if you have any questions.

Sincerely,

KidzStuff Management & Staff

Alert COVID-19 Pandemic Family Handbook Update

During the COVID-19 Pandemic Crises, KidzStuff Child Care Center will operate under the guidelines and recommendations of its local State and City government in conjunction with the CDC and the Health Department. We are committed to keeping our staff, children, and families as safe as possible while navigating through this uncharted and evolving time we are living in with hope of better days soon. This may not be an exhaustive list of the COVID-19 rules as they are rapidly changing, therefore these rules are subject to change without notice. Please visit our website often to get updates.

COVID-19 Center Operations

- All families and staff will minimize contact by using virtual methods for parent communication (i.e. parent conferences, center tours, orientations, etc.)
- Temperature checks and symptom screenings are mandatory for both children and staff daily
- We will maintain the recommended 15-person group size for all classrooms until further notice
- Our administrative staff will work remotely whenever possible
- All staff and children three years of age and older without documented respiratory medical conditions are required to wear a cloth mask while in the building and outside when necessary
- KidzStuff will provide sheets and blankets for all children, sheets and blankets will be washed daily
- Hand sanitizer is used only when soap and water is not available for staff members
- Children will NOT be allowed to use hand sanitizer
- We will practice social distancing the best way possible within the center
- There is no mixing of classroom cohorts (i.e., teachers and children do not have close, prolonged contact with those from another classroom cohort) at any time throughout the day
- No common areas are shared by staff (e.g., break room area has been closed)
- Exit doors are opened throughout the day to increase air circulation in the center
- An increased cleaning and disinfecting schedule has been established for all areas of the center
- There is no sharing of toys and other activity items between classrooms
- If playground equipment is used, it is used by only one classroom at a time and outdoor toys are cleaned and sanitized between use by different classroom cohorts

Cloth Face Coverings for Children

- Children age 3 years and above who can wear a cloth face covering safely and consistently **MUST** wear a cloth face covering while in the childcare center.
- Cloth face coverings will not be worn by children under age 2 years and anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove a face covering without assistance

- Cloth face coverings will **NOT** have any attachments (e.g., buttons, stickers, etc.) that may be a choking hazard;
- Cloth face coverings will **NOT** be worn if they are a strangulation risk (e.g., during certain activities or for certain children);
- Children will **NOT** wear cloth face coverings while napping;
- Children will **NOT** wear cloth face coverings while playing outside if social distancing can be maintained;
- Children will **NOT** wear cloth face coverings during activities that may make them wet (e.g. swimming) or during high intensity activities (e.g. running) as they may cause difficulty breathing; and
- Parents are responsible for providing and replacing cloth mask for their children
- Children must maintain five cloth masks at the center at all times
- Parents are responsible for providing paper bags for storing cloth mask when not in use (lunch bag size)

COVID-19 Arrival and Departure Procedures

- Staggered arrival and dismissal schedules are in place to minimize prolonged contact from family to family
- Please remain in the car
- Roll down the passenger side window to answer daily screening questions
- Place your child in the back seat on the passenger side
- Everyone in the car **MUST** wear a cloth face mask during arrival and dismissal times
- To limit unnecessary exposure for the KidzStuff staff One emergency person per family

COVID-19 Operating Hours

Staggered Arrival and Dismissal Times:

Arrival Times	Dismissal Times
8:00 a.m.	4:00 p.m.
8:30 a.m.	4:30 p.m.
9:00 a.m.	5:00 p.m.

- Parents can drop their child(ren) off ten minutes prior to their assigned drop off time
- Late fee payments of \$2.00 per minute will begin one minute after a family’s assigned dismissal time
- All families will receive a KidzStuff window tag
- Families can bring their child(ren) to the center up until 10:00 a.m. for medical appointments with prior notification and proof of an appointment

Mission Statement

To educate and enhance the lives of children ages 6 weeks to 12 years through the exposure to cultural arts. To support the growth of families by creating a supportive and enriching environment, grounded in Biblical principles. To foster the natural love of learning of children through enriching play and positive reinforcement.

Philosophy and Purpose:

KidzStuff Child Care Center is a Christian childcare center sharing the love of Christ with children and families while working to close the gap for school readiness in Maryland. All families are welcome to explore the wealth of our program for their young learners.

We believe that each child is uniquely special. It is our goal to provide children with a safe nurturing environment that provides activities for language and communication, creative arts, social, emotional, cognitive, and physical development to enhance and support the development of the whole child.

We believe healthy teacher-parent relationships help create exciting programming opportunities around individual student interest, primary languages, and cultural diversities.

We service any child whose accommodation can be rendered within the staff's state recognize certification, and the MSDE OCC student ratio regulation.

Parent Involvement

KidzStuff Child Care Center believes strongly that a parent's involvement is one of the key ingredients in a quality childcare program hence, we encourage parents to visit our center whenever possible during the year to discuss any problems, issues, questions, concerns or ideas with the staff, including scheduled events for resources you may need at home. This action will give parents a chance to see how their child(ren) spend their time with other children and staff members thus assisting KidzStuff Child Care Center in meeting the needs of your child(ren) in our program.

To better understand each child, the staff welcomes any opportunity to talk with parents about their child(ren). It is critical that the communication channels between your home and the center remains open. Please feel free to talk with the staff and share anything that may be affecting your child(ren)'s behavior to assist us in appropriately caring for your child(ren) while in our care.

In our efforts to keep communication flowing between parents, administration and staff, our **Parent Advisory Committee** has evolved into an essential ingredient. All parents are invited to take part in these meetings, which are scheduled every other month. This is a forum for you to ask questions, make suggestions and voice any concerns you may have. Guest speakers are scheduled periodically on topics such as learning styles, discipline, sibling rivalry and many other topics of interest to parents in general.

If communication between your home and the center remains consistent, together we can provide a constant, loving, healthy and safe environment for your child(ren).

Center History:

KidzStuff Child Care Center was re-established under the ownership of Scarlet Covering, Inc. in 2012. We are licensed by the Maryland State Department of Education Office of Child Care (OCC). We are in good standing with OCC and set all our standards by the Maryland State Department of Education (MSDE). Each year our employees are required to earn 21 hours of continuing education credits through training from educational conferences, seminars, and workshops. There are staff certified in CPR/First Aid, Emergency Preparedness and Medication Administration on the premises always.

Positive Discipline:

Children at KidzStuff Child Care Center will demonstrate appropriate behavior in a way that is consistent with their health, safety, welfare and individual developmental levels.

The staff will promote acceptable behavior using positive and preventative discipline techniques that include:

1. Age appropriate expectations for children
2. Reinforcing classroom expectations by praising and rewarding the children
3. Developing a consistent set of rules for the children's developmental level
4. Ignoring misbehavior that is an attempt to get attention
5. Re-directing the child away from the problem causing situation to another activity or toy
6. Allowing the children to problem-solve among themselves, providing them with words to use if necessary, while staying close by in the event the interactions becomes aggressive
7. Phrasing directions in a positive manner, telling children what they should be doing, rather than what they should stop doing

The staff can address inappropriate behavior through:

1. Re-directing children to another choice of activity that will help him/her regroup
2. Providing alternatives to any unsafe activity the children may choose by demonstrating a positive alternative in a safer method. (i.e. if a child is using scissors to cut his/her clothes he/she will be provided with art paper to cut instead. By providing paper for the child to cut demonstrates to the child that the scissors are not "bad" but his/her choice of what to cut is what should be considered.)
3. Giving the child time away from everything to calm or start over. Teachers will offer a positive individual activity to children having a hard time interacting with others.
4. Various activities are offered throughout the day to help children learn and grown in a positive environment.
5. "1, 2, 3, Magic" technique:
 - a. When a child inappropriately misbehaves the teacher tells the child to cease or begin, along with "That's one"
 - b. If the child continues, "That's three," along with the consequence
 - c. The teacher may institute a second round
6. Providing choices throughout the day and allowing the children to express their likes and dislikes in a positive way

****If there is a major behavior problem with a child, parents will be informed, and a conference will be scheduled so that staff and parents can work together to develop a plan of action.**

Screen Time

KidzStuff Child Care Center understands that TV and other electronic media can get in the way of exploring, playing, and interacting with others, which encourages learning and healthy physical and social development. Therefore, we will restrict screen time by:

- a. Infants/Toddlers under two years of age will not engage in any form of screen time
- b. Two to five-year olds will only engage in a maximum of 30 minutes of educational age appropriate screen time per week with the exception of screen time directly related to the center's curriculum.
- c. Allowing no more than 15 minutes of educational computer time per day for curriculum related instruction.
- d. Not allowing any screen time during meals and snacks.

Birthday Party Celebrations:

KidzStuff Child Care Center welcomes **small** celebrations of every child's birthday with store bought cakes, cupcakes, cookies, etc. that is **NOT** cooked in peanut oil or peanut based products. At absolutely **NO** time will SAMs' Club or Giant brand products be allowed as they bake their pastries in peanut oil. All birthday celebrations will take place during snack time (3:00 pm). **COVID-19 - outside guest are not allowed to attend birthday celebrations**

Illness:

We cannot provide sick children the attention they need and deserve when they are ill. If a child has any of the symptoms listed below, they will not be permitted to attend day care until 24 hours after the last incidence of fever, vomiting and severe diarrhea, or until 24 full hours after medical treatment has begun as prescribed by a physician.

1. Fever of 100 or more
2. Severe diarrhea (more than three (3) episodes a day)
3. Unexplained rash (child will not be allowed to come to the center until a medical exam has indicated it is not a communicable disease.)
4. Vomiting
5. Pinkeye or eye drainage
6. Chickenpox - until all blisters have dried and formed scabs, about 6 days after the onset of the rash.
7. Hand, Foot, & Mouth – until all the blisters have dried and formed scabs, about 7-8 days after the onset of the viruses
8. Any additional communicable disease will be handled at the discretion of management
9. **COVID-19 - Closures may occur per the health department if there is a person infected with COVID-19 or a person with symptoms of COVID-19 in the building**

10. Your child(ren) may not be permitted to enter the center per the symptom check rules

If a child becomes ill while at daycare, parents will be notified, and if noted by center management he/she must be picked up within one hour.

Health:

The Maryland State Department of Education (MSDE) Division of Early Childhood Licensing Division mandates that we maintain up to date immunization records for each child. Parents are required to keep these records updated.

We will do our best to maintain a healthy environment, although no environment can be made germ free. The best way to reduce the spread of germs is by thorough and frequent hand washing. Children are required to wash their hands often and always before eating and after toileting.

Although staff are required to wear gloves, they are also required to wash their hands after toileting, before and after meals, after each changing, and after caring for a sick child.

Medication Administration;

MSDE Division of Early Childhood Licensing Division mandates that all medication to be issued to children on a daily or as needed basis be prescribe by a doctor, labeled by a licensed pharmacy and remain in its original package, box, or container.

A MSDE Office of Child Care Medication Authorization form **MUST** be completed by both the parent and the physician of the child(ren) in need of medication administration on a daily or as needed basis.

All medication brought to the center must be placed in a clear Ziploc bag for proper storage. All medication must be signed in and out every day with front desk personnel. When signing medication into the premises in the morning, the last dosage of medication given to the child(ren) must be communicated to a staff member. At **NO** time should medication be left on the premises of the childcare center overnight by any parent.

MSDE Division of Early Childhood Licensing Division mandates over the counter medication can be given to a child one time per illness with the permission of a parent.

Admission:

Families with children six weeks through twelve years of age are eligible to apply for enrollment. Classes are filled on a first-come/first-served basis according to the date of registration. If the classes are full, you may request to be placed on a "Wait List". Parents on the "Wait List" are contacted as vacancies arise. There is a onetime non-refundable \$35.00 registration fee per family (**NOT** charged per child).

Enrollment Forms:

All enrollment forms **MUST** be completed before a child can be enrolled in the program. Enrollment forms are reviewed yearly. The State requires some enrollment forms to be updated yearly, parents are responsible for getting the forms completed and returned to center staff in a timely fashion.

Miscellaneous:

We will not discriminate in relation to admission based on race, creed, color, national origin, religion, or sex.

KidzStuff Child Care Center will make reasonable accommodations for children with health care needs, special needs, and disabilities. It is most helpful to gain access to all pertinent information such as but not limited to IFSP/IEPs to develop an appropriate care plan for our friends. Outside agencies qualified to assist any child in our care with professionally documented needs are welcomed to come and service enrolled children during operating hours. Parents must sign a consent form for outside agency employees/representatives to services children at KidzStuff. When available we refer families to community programs in the hopes to make a meaningful connection for needed and/or recommended services.

Toys:

The daycare provides toys for all age groups. Children should **NOT** bring toys from home. Occasionally however, children will be asked to bring something 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*******

Choking Hazards:

Please do not send your child to the center with small barrettes, beads or small coins in their hair. They can be easily swallowed by your child or one of the other children.

Jewelry on small children looks nice but can be a choking hazard. We recommend you don't allow children to wear jewelry to school, we will NOT be responsible for lost or stolen jewelry. Please be advised that KidzStuff management reserves the right to remove all jewelry from children and place it in a Ziploc back for safe keeping if the jewelry becomes a danger to our friends.

Fundraisers:

Tuition is kept as low as possible to serve as many parents and children as possible and fundraisers help to accomplish this goal. Several fundraisers are held each year. Parent participation is the key to a successful fundraising, and we appreciate your support.

Withdrawal:

Parents **MUST** give a written two weeks advanced notice prior to a child's withdrawal date as this gives the Center an opportunity to fill your vacant slot. Parents will be responsible for child care fees for two weeks from the date that written notice is received by the director. See your individual family contract for more details.

Days & Hours of Operation:

The center is open Monday through Friday, 8:00 am – 5:00 pm, year-round but will close on the following holidays:

New Year’s Day	Independence Day (July 4 th)
Martin Luther King Jr. Day	Labor Day
President’s Day	Thanksgiving Day and the day after
Good Friday	Christmas Eve
Memorial Day	Christmas Day

***Election Day Closure**

The center will close at 1:00pm on the following days:

New Year’s Eve

If a holiday falls on Saturday, the center is closed on Friday prior and if a holiday falls on Sunday, the center is closed on the Monday following.

There will be no more than four **professional days** each year on which the center will be closed giving the staff an opportunity for continuing education and training. We feel very strongly that it is in the best interest of our children that we provide formal education days for our staff. These dates, usually in May, August, October, and December will be announced at least one month in advance. These months are subject to change based on the availability of trainings.

Holidays and Vacation:

Deductions from weekly payments **CAN NOT** be made for inclement weather, emergency closings, holiday closing, etc. Please refer to your family’s individual contract for more details.

Parents who make timely payments, and do not have payments returned after the first year of care, are entitled to one free vacation week.

Inclement Weather Policy:

KidzStuff Child Care Center will make every effort to remain open on inclement weather days. Our staff is committed to having the center open if possible. Please call when in doubt and a recording will advise if the center must be closed. Please have your cell phone number added to the center’s master text information line by seeing an administrative staff person. By adding your cell phone number to this text list, you will receive updated information on a regular basis. You will be removed from this master text list if/when your child is removed from the center’s enrollment.

KidzStuff Child Care Center recognizes that weather conditions caused by **snow, ice, or other weather emergencies** can create a situation that makes it unsafe for children, parents and staff to travel to and/or from daycare.

The Center will be closed when BALTIMORE CITY SCHOOLS ARE CLOSED due to INCLEMENT WEATHER. This may not apply to all weather conditions/situations, therefore, please call the center to verify at (410) 728.0652.

Children's Arrival and Pick-Up Procedure:

Upon arrival at the center, parents must sign their child into the center and walk him/her directly to the classroom. Children must be signed in and out each day by a parent or another assigned adult. For their safety, children must always be left in the care of an adult and must be taken directly to the classroom. Children must never be left at the center without an employee being present.

Parents are asked not to bring children after 9:30 a.m. as it disturbs the beginning of our learning day. Children who have a previously scheduled approved engagement (i.e. doctors, dentist, and WIC appointments) will be allowed to enter the center up until 11:30 a.m. with prior approval or proper documentation.

Parents are asked to arrive for pick up no later than 6:00 p.m. for the day shift and 12:30 a.m. for the evening shift, and to sign their child out when picking him/her up. Any parent arriving after his/her schedule pick up time will be charged a late fee (\$1.00 per minute per child).

Pick-Up Restrictions:

No child will be allowed to leave the center with a minor. Children will **NOT** be released to any adult who is **NOT** named on the child's enrollment forms. When sending an adult listed on the child's emergency form to pick the child up, the adult **MUST** have a valid ID to be copied and kept on file for the safety of the child. When a parent or assigned adult is picking up his/her child(ren) visitors are **not allowed to walk to the classroom**, they are able to sit at the front waiting area.

Children will not be allowed to leave the center with anyone that is not listed on the Emergency Form without written permission from the parent or guardian.

If parents are divorced or separated, and one parent is not allowed to see or pickup their child, a copy of the court order must be on file with the center.

Sign-In and Sign-Out

The State's policy states all parents/guardians **MUST** sign their child(ren) out of the childcare program daily. Please take a moment to electronically and manually sign your child(ren) out of the program at the front desk and in his/her classroom daily.

Financial Matters

Rates (weekly):

- A. 6 Weeks to 23 Months: \$280.00
- B. 2 Years Old: \$202.00
- C. 3-5 Years Old: \$198.00
- D. 6-12 Years Old: \$185.00

Family Discounts: will be determined by center management on a case by case basis and will be deducted from the total amount of tuition due from the family.

Referral fee: Parents who refer a child to the center resulting in the child enrolling and remaining in the center for 30 days or more will receive a onetime \$50.00 deduction from their tuition.

Special Fees:

Part-time care: \$50.00 per day (3-5-year old children **ONLY**, a minimum of three days is required for part-time care)

Curriculum: \$100.00 per child yearly, payable every September

There will be **no adjustments** in your fee for absence/sickness holidays, or unforeseen center closings for emergencies or acts of nature.

You authorize us and our agents and attorneys, to verify with other parties and to make any investigation of your credit and your credit file(s), either directly or through a third party such as a credit bureau or a credit reporting agency in the matter of your account entering default.

The **center must be notified in writing two weeks prior to the removal of a child** from the program to contractually terminate responsibility for payment of tuition.

Payments can be made by reoccurring payments associated with credit/debit cards or bank accounts. **WE DO NOT ACCEPT CASH PAYMENTS. Payments are to be made the Friday prior to childcare services being rendered.**

Tardy payments may result in your child's dismissal from the program. **Tuition payments that are in arrears one week in an automatic termination of services.** A **Late Fee** of \$5.00 will be charged for each day the payment is not received after the Monday it is due.

Should collection of past due tuition be warranted upon a child's withdrawal from the center, parents and/or guardians will be responsible for all fees associated with collecting any outstanding debt owed to KidzStuff Child Care Center including reasonable attorney's fees, court cost, plus any other costs and charges necessary for the collection of any outstanding debt. Past due amounts you owe to us under this agreement will accrue interest at an annual rate of twenty-one percent (21%) and will be added to the amounts you owe.

Purchase of Care Co-payments Copays may be broken into weekly or bi-weekly payments; however, payments must be on time and approved by the administrator. If the state does not pay for your child's care you as the parent will be responsible for the full amount of tuition for the time your child was in the care of

KidzStuff Child Care Center. If a parent pays for care prior to receiving a voucher and later receives a voucher covering the weeks in which the parent paid for care, the parent will receive a credit on his/her account which can be used towards future co-payment obligations. No refund will be issued.

Returned ACH Payments must be replaced immediately. An additional NSF fee of \$35.00 (per debit) will be assessed for returned ACH Payment attempts.

Suspensions – If your child is suspended for nonpayment and does not return to the center within one week the child’s space will be voluntarily forfeited and an additional two weeks of tuition and/or co-pay will be attached to the parent’s financial obligation.

Non-Payment of Purchase of Care Vouchers – If the voucher issued to a family does not render payment to KidzStuff on behalf of the child the parent of the child will be responsible for payment in full for any/all services rendered.

Registration:

Each child is required to register before entering the center. Registration fees to be paid prior to the beginning of care, the fees are equal to the amount of one week of tuition per child (discounts are given to parents with two or more children). Registration fees are non-refundable and will be used toward the last two weeks of care.

Payments:

Payments should be received by 5:00 p.m. on the Friday prior to the week of childcare services. Payments made after Friday are late and a late fee of \$5.00 per day will be added to unpaid childcare bills. Parents are advised to add this fee when payment is made. If a payment is returned to the daycare for insufficient funds, there will be a \$35.00 charge added to the next week’s childcare bill and children will not be allowed to return to daycare until the payment is corrected.

Late Pick-Up:

A late fee of \$2.00 per minute per child will be charged if a parent arrives after their assigned dismissal time. Repeated lateness can be reason for **TERMINATION** of a child by the Center. This fee is to be paid in cash the next day the center is opened to compensate the teacher caring for your child/children.

Injury at the Center

Center staff will inform you if your child is injured at the center. A parent needs to be available by phone in case of an emergency. When a parent cannot be reached, the child’s Emergency Form will be used to contact the person identified by the parent as a contact person. Without a parent’s presence or permission, Doctors and hospitals will not treat a child (except in life-threatening cases).

In case of an emergency requiring immediate medical attention, program staff are required to:

- Make the child comfortable
- Call an ambulance
- Notify parent
- Notify KidzStuff Child Care Center’s Director

- Accompany child to hospital

In case of an accident **NOT** requiring immediate medical attention, program staff are required to:

- Administer appropriate First Aid
- Notify parent and request parental direction, if any
- Observe and monitor the child's activity

In all situations, an Accident/Incident Report is completed and placed in the child's file. Parents should ensure their child has personal medical coverage and accident insurance. The entire Emergency Form must be updated each quarter. This form is vital and ensures prompt communication between the center's staff and the parent/guardian of the child(ren).

Safety

Parents are responsible for all information important to the protection of your child. Please keep staff informed accordingly.

Reminders for Parents

- Establish an emergency back-up plan
- Provide advance written notification of change in authorized adult pick-up/drop-off
- Accompany child into room at drop-off and pick-up
- Provide a court order for custody disputes
- Provide clear notification of anyone who is **prohibited** from pickup up or seeing your child, even temporarily
- Label **everything** that you send into the center.

Baltimore City Health Department Regulations

By law we are required to meet the Baltimore City Health Department regulations for Group Day Care:

1. Before your child can be admitted to our program, a Health Inventory, Immunization Record and Emergency Forms must be on file in our office.
2. Medications will be administered only upon written instruction from the child's physician and with the written permission of the parent/guardian.
3. A child appearing at the center with evidence of any communicable disease will be refused care services.
4. No child may return to the center until after five days of absence caused by a communicable disease (i.e. chicken pox, hand, foot, and mouth) without doctor's written authorization, and must be fever-free for at least 24 hours.
5. If your child becomes sick during the day, we will contact you, or subsequently, those persons indicated on the Emergency Form.
6. Parents must provide proper clothing for their children (i.e., underwear and garments suitable for climate and season). A change of clothing should be left at the center for "emergency" purposes.

Emergency Phone Numbers

If an emergency should occur outside of center hours and it is imperative that you speak with the director or owners of the center, the following phone numbers should be used.

Angela Kidane, CEO

(443) 690-2084

Cell Phone

Parents are asked not to talk on their cell phones while in the center. Drop off and pick up times are very emotional and can be traumatic for our friends, parent attention during both times is extremely vital.

Social Media

We are committed to responsibly use social media as a form of marketing and awareness for our parent community.

We want to protect all the children in our care and ask parents not to put pictures of other children in care on their personal social media pages.

We won't vent about you on social media and ask that you not vent about us on social media. Social media is not the place to express your concerns and have them resolved.

If there is a concern about the center, it's staff, or policies and procedures please see center management to resolve these matters.

We strongly encourage staff and families not to become friends on social media as this causes unnecessary conflict on occasion.

Program Administration/Policy

Lines of Responsibility:

Open communication between parents and staff is essential for us to better serve the needs of you and your child(ren). Also, it is necessary for parents and teachers to work together to provide a safe and secure environment for your children.

The **Center Director** is responsible for:

- Planning (in conjunction with her staff) a balanced program of developmentally appropriate activities.
- Supervising the children enrolled in the program and ensuring their safety and wellbeing.
- Maintaining accurate documentation of attendance for each child, and current forms and records on all children enrolled.
- Ensuring that parents know and/or follow the schedule and procedure for dropping off and picking up children.
- Maintaining regular and open communication with parents.

- Addressing all procedures and inquiries regarding registration, enrollment, grievances or any issue that a parent may wish to discuss.

The **Administrative Office** is responsible for:

- All procedures and inquiries regarding payment concerns, grievances or any issue a parent may wish to discuss.
- Selection of Center Director
- Regular monitoring and evaluation of the center.

The **Parent** is responsible for:

- Accurately completing all required forms for the child(ren) and ensuring that these are kept current and on file at the center.
- When dropping off infants/toddlers the parent is responsible for making sure our friends are **clean and dry**. If a child is soiled upon drop-off he/she must be changed by the parent before leaving the center.
- Informing the center's staff of all scheduled and unscheduled absences. Letting the center's staff know as far in advance as possible when your child(ren) will be absent is greatly appreciated.
- Payment of all childcare tuition/fees **before services are rendered** and notifying the Administrative Offices in advance when a payment will not be made on time.
- Coming into the center when dropping off and picking up a child and walking your child(ren) to and from his/her designated morning/afternoon classroom.
- Establishing a back-up plan for child(ren) in the event of illness or late pick-up.
- Making sure an authorized adult listed on the daily pick-up or emergency forms picks-up the child(ren) no later than 6:00pm daily and notifying the center's staff if the child(ren) will be picked up late.
- **Custody Disputes** - KidzStuff Child Care Center will not become involved in custody disputes. In order to comply with parent request, we must have a court order on file.
- Notifying the center staff of any changes in the home life that may impact the child(ren)'s behavior in the center.
- Making oneself available to center director/staff so that regular communication can occur.

Infants/Toddlers

Curriculum:

KidzStuff Child Care Center has chosen an approved MSDE early childhood education curriculum, Little InvestiGators. This curriculum is separated in two components for infants and toddlers, Baby InvestiGators & InvestiGator Tots.

Infants:

Each infant's schedule is individualized based on the infant's needs and parent's desires. The infant classroom provides an environment that stimulates the sense, creative expression, socialization and small and large muscled coordination. Infants are provided with experiences that will develop their sensory perception and their fine/gross motor skills. While infants are developing trust, we consistently respond to their needs with respect and nurturing thus building trust routines.

Toddlers:

Toddlers are encouraged to develop caring relationships and independence through activities structured to enhance the development of their fine and gross motor skills, eye-hand coordination, language and communication skills, according to the set developmental milestones and their individual needs.

Parent/Staff Conferences:

While we encourage parents to consistently communicate with staff, KidzStuff Child Care Center will conduct formal parent/staff conferences semi-yearly in August and March. During at least one of these meetings a child assessment will be reviewed with parents.

Transitions:

Children will experience multiple transitions from one classroom to another during their enrollment in the center. Parents will receive transfer slips during these times from management. Slowly transferring children will help them succeed in the next classroom. Transfers from one class to the next will begin about 30 prior to the transfer date.

Field Trips: COVID-19 NO FIELD TRIPS AT THIS TIME

Off Premises

Infants/Toddlers do not attend field trips without parent supervision

All 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. **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**.

Walking Field Trips/Playground

Outdoor time is a part of our daily schedule, weather permitting (please make sure your child is dressed appropriately). Infants and toddlers when appropriate do participate in walking field trips. Outdoors activities are planned to support large development muscle and coordination. Outdoor activities include water play, planned group games, running, jumping, etc. All children are required to wear tennis shoes with rubber soles in order to minimize tripping.

Infants, toddlers, and two-year olds will only be allowed to play on the small age appropriate playground equipment and the blacktop areas. If your child is too sick to play outside with the class/other children, then he/she is too sick to be in school. A child may be exempt from outside play only if a written doctor's note is on file.

***Please note....**

We go outside every day - children need to be dressed accordingly. We often do messy activities and clothes may get dirty.

Parents are encouraged to bring extra outdoor clothing such as hats, mittens, light weight coats, etc. to keep at day care.

Nap Time:

Infants nap on their own schedule. Absolutely no blankets will be accepted from parents for infant children. The center provides crib sheets for all infant cribs. Infants are to nap in their assigned cribs only.

Toddlers nap between 12:30 and 2:30 p.m. a crib sheet only can be placed on their cots, please dress your child(ren) appropriately as no top sheet will be placed over the children while napping.

Toilet Training:

We use positive encouragement to promote toilet training. All children enrolled in our full-time day program are taken to the bathroom every two hours starting in the toddler classroom and praised when they are successful. Children will give parents signals when they are ready to become toilet trained. When parents feel that their child is ready, staff members will assist with toilet training. **Parents will need to bring extra clothing and the type/brand of toileting products they prefer (Pull Ups etc.).** This is often a frustrating time for everyone. **Remember, patience! patience!! patience!!!**

Meals & Snacks:

Nutritionally balanced meals and snacks will be provided. The children are offered food and encouraged to taste/eat the food on their plates. We do not force or bribe children to eat. Menus will be posted monthly.

Infants and toddlers who eat food prepared/served by KidzStuff Child Care Center staff will eat lunch at 11:30 a.m., snack at 3:00 p.m. and an additional snack (provided by their parents) before going home. At **NO** time will foods or snacks containing **peanuts** be allowed on the premises for the safety of all children with food allergies.

Food and bottles brought from home must be labeled with the child's name and will be refrigerated when necessary.

Special Dietary Needs:

It is the responsibility of all parents to notify the center's staff of his/her child's food allergies. Please refer to the center's food allergy policy (in development).

Supplies:

Each child will have a designated space for their personal belongings. Please label all of your child(ren)'s belongings. KidzStuff Child Care Center is not responsible for misplaced or stolen clothing.

Please supply the following items:

1. Change of clothing (2 sets – weather appropriate)
2. One sheet must be taken home every Friday and returned freshly laundered every Monday.
3. Diapers, wipes, cream for children who are not potty/toilet trained

Two-Year-Olds

Curriculum:

KidzStuff Child Care Center has chosen an approved MSDE early childhood education curriculum, Little InvestiGators (InvestiGator Tots.)

Two-year-olds are encouraged to explore and discover new things in a safe, healthy and educationally stimulating environment which includes engaging your child in positive learning activities that support toilet training and consistent routines. Examples of activities we provide to support Developmental Milestones are:

- Socialization with peers (guided play)
- Encouraging independence (selecting activities during choice time)
- Looking for hidden objects
- Encouraging positive behavior
- Sorting colors and shapes
- Participating in make-believe play
- Building with blocks
- Artistry (scribbling, finger painting)
- Cleaning up after artistic activities and when they are finished with play materials.

Routines:

- Children are encouraged to participate in setting the table for meals or snacks (family style eating) and wiping tables after meals
- Other jobs include line leaders (rotated daily or weekly).

Classroom Responsibility:

- Children learn to be responsible by sharing the tasks of caring for the classroom. Daily jobs include but are not limited to: cleaning up during choice time, putting away personal belongings, scraping dishes and throwing away trash after meals.

Introduction to the computer:

- Children will be taught basic computer skills (Coming soon).

Transitions:

- Children will experience multiple transitions from one classroom to another during their enrollment in the center. Parents will receive transfer slips during these times from management. Slowly transferring children will help them succeed in the next classroom. Transfers from one class to the next will begin about 30 prior to the transfer date.

Field Trips/Playground:

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 he/she 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. **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.

Walking Field Trips/Playground

- Outdoor time is a part of our daily schedule, weather permitting (please make sure your child is dressed appropriately). Outdoor activities are planned to support large development muscle and coordination. Outdoor activities include water play, planned group games, running, jumping, etc. All children are required to wear tennis shoes with rubber soles to minimize tripping.
- Two-year-olds are only allowed to play on the small age appropriate playground equipment and the blacktop areas. If your child is too sick to play outside with the class/other children, then he/she is too sick to be in school. A child may be exempt from outside play only if a written doctor's note is on file.

Please note....

- **We go outside every day - children need to be dressed accordingly. We often do messy activities and clothes may get dirty. Parents are encouraged to bring extra outdoor clothing such as hats, mittens, light weight coats, etc. to keep at day care.**

School Uniforms:

All children ages 2-5 are in uniform for the school year, Navy Blue tops and Kakhi bottoms. Uniforms are worn Monday – Thursday, Fridays are “Freedom Fridays” the children are encouraged to dress themselves. Children can and will be sent home if they do not arrive to school in their uniforms.

Nap Time:

All children should bring a small (infant) sheet and a small blanket (labeled with the child’s name) for resting shortly after lunch. **These items must be taken home on Friday for laundering and returned on the following Monday.**

Toilet Training:

We use positive encouragement to promote toilet training. All children enrolled in our full-time day program are taken to the bathroom every two hours starting in the toddler classroom and praised when they are successful. Children will give parents signals when they are ready to become toilet trained. When parents feel that their child is ready, staff members will assist with toilet training. **Parents will need to bring extra clothing and the type/brand of toileting products they prefer (Pull Ups etc.).** This is often a frustrating time for everyone. **Remember, patience! patience!! patience!!!**

- All two-year olds **MUST** be in pull-ups as we transition into toilet training. At the appropriate time we will ask that they be transitioned into underwear/panties.
- No onesies are allowed

Meals & Snacks:

Nutritionally balanced meals and snacks will be provided. The children are offered food and encouraged to taste/eat the food on their plates. We do not force or bribe children to eat. Menus will be posted weekly.

Meals and Snacks are served at the following times:

8:00 - 9:00 a.m. **Breakfast**

(Children who miss breakfast will be offered breakfast until 9:30 a.m. to be served by their parents/guardians).

11:30 a.m. – **Lunch**

3:00 p.m. – **Afternoon Snack**

At **NO** time will foods or snacks containing **peanuts** be allowed on the premises for the safety of all children with food allergies.

No outside food is permitted.

Special Dietary Needs:

It is the responsibility of all parents to notify the center's staff of his/her child's food allergies. Please refer to the center's food allergy policy.

Supplies:

Each child will have a designated space for their personal belongings. Please label all of your child(ren)'s belongings. When bringing items into the center please complete an inventory sheet to be signed by you and the teacher. KidzStuff Child Care center is not responsible for misplaced or stolen clothing.

Please supply the following items:

1. Change of clothing (2 sets – weather appropriate)
2. One sheet must be taken home every Friday and returned freshly laundered every Monday.
3. Diapers, wipes, cream for children who are not potty/toilet trained

Pre-K 3 & Pre-K 4

Curriculum:

The InvestiGator Club covers all domains of learning: Language and Literacy, Social Studies, Science, Mathematics, The Arts, Physical Development, and Social and Emotional Development.

Language & Literacy

- Supports language skills by identifying and reinforcing vocabulary and strengthening conversation skills.

Mathematics

- Builds a foundation for later mathematical competence, including number, geometry and measurement concepts.

Science and Social Studies

- Addresses all areas of development with exposure to rich science and social studies, including hands-on exploration.

The Arts

- Promotes children's sense of competence, curiosity, and creativity through creative exploration, discovery, and imaginative play.

Physical Development

- Builds large motor skills through free outdoor play and keep fit activities.
- Fosters fine motor skills through hands-on activities across the content areas.

Social and Emotional Development

- Helps children develop social skills
- Builds children's awareness of their own feelings, and those of others

Examples of activities we provide to support Developmental Milestones:

- **Small muscle development:** puzzles, blocks, artistic activities (drawing, painting etc.).
- **Large muscle:** crawling, marching, running, jumping, dancing, stretching, and general exercising.
- **Creative play:** (stimulate child(ren)'s imagination, and language skills) play areas may include; kitchen, store, doctor's office, post office, dress up, and puppets.
- **Arts Activities:** Children are encouraged to express creativity and feelings through various artistic activities.
- **Music:** Finger plays, singing, participating in expressive dancing and action songs.
- **Science:** Experiences that encourage questioning, investigating, observing, discovering and problem solving (cooking, growing a plant, bug hunts, etc.)
- **Math:** Incorporating daily experiences to help children understand math concepts such as volume, size, shape, and measurements (sand/water play, sorting/counting objects).
- **Spatial Concepts:** Helping children to understand the concept of in, out, over, under, besides, in front of etc. through movement and interaction
- **Language Arts:** Children are consistently engaged in conversations to encourage self-expression by participating in group social conversations, storytelling, puppet play, role-play etc. taking turns, and being an attentive listener
- **Outdoor Play:** Outdoor play is a part of our daily schedule, weather permitting (**please be sure your child is dressed appropriately**). Outdoors activities are planned to support large muscle development and coordination and includes water play, bike riding, planned group games, running, jumping, etc.

Routines:

- Children are encouraged to participate in setting the table for meals or snacks (family style eating) and wiping tables after meals
- Other jobs include line leaders (rotated daily or weekly).

Classroom Responsibility:

- Children learn to be responsible by sharing the tasks of caring for the classroom. Daily jobs include but are not limited to cleaning up during choice time, putting away personal belongings, scraping dishes and throwing away trash after meals.

Introduction to the computer:

- Children will be taught basic computer skills (Coming soon).

Transitions:

- Children will experience multiple transitions from one classroom to another during their enrollment in the center. Parents will receive transfer slips during these times from management. Slowly transferring children will help them succeed in the next classroom. Transfers from one class to the next will begin about 30 days prior to the transfer date.

Field Trips/Playground:

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 he/she 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. **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.

Walking Field Trips/Playground

- Outdoor time is a part of our daily schedule, weather permitting (please make sure your child is dressed appropriately). Outdoor activities are planned to support large development muscle and coordination. Outdoor activities include water play, planned group games, running, jumping, etc. All children are required to wear tennis shoes with rubber soles to minimize tripping.
- Two-year-olds are only allowed to play on the small age appropriate playground equipment and the blacktop areas. If your child is too sick to play outside with the class/other children, then he/she is too sick to be in school. A child may be exempt from outside play only if a written doctor's note is on file.

Please note....

- **We go outside every day - children need to be dressed accordingly. We often do messy activities and clothes may get dirty. Parents are encouraged to bring extra outdoor clothing such as hats, mittens, light weight coats, etc. to keep at day care.**

School Uniforms:

All children ages 2-5 are in uniform for the school year, Navy Blue tops and Kakhi bottoms. Uniforms are worn Monday – Thursday, Fridays are “Freedom Fridays” the children are encouraged to dress themselves. Children can and will be sent home if they do not arrive to school in their uniforms.

Nap Time:

All children should bring a small (infant) sheet and a small blanket (labeled with the child's name) for resting shortly after lunch. **These items must be taken home on Friday for laundering and returned on the following Monday.**

- **Outdoor Play:** Outdoor play is a part of our daily schedule, weather permitting (**please be sure your child is dressed appropriately**). Outdoors activities are planned to support large muscle development and coordination and includes water play, bike riding, planned group games, running, jumping, etc.

Toilet Training:

We use positive encouragement to promote toilet training. All children enrolled in our full-time day program are taken to the bathroom every two hours starting in the toddler classroom and praised when they are successful. Children will give parents signals when they are ready to become toilet trained. When parents feel that their child is ready, staff members will assist with toilet training. **Parents will need to bring extra clothing and the type/brand of toileting products they prefer (Pull Ups etc.)**. This is often a frustrating time for everyone. **Remember, patience! patience!! patience!!!**

- All three/four-year olds **MUST** be in underwear/panties for toilet training.
- No onesies are allowed

Meals & Snacks:

Nutritionally balanced meals and snacks will be provided. The children are offered food and encouraged to taste/eat the food on their plates. We do not force or bribe children to eat. Menus will be posted weekly.

Meals and Snacks are served at the following times:

8:00 - 9:00 a.m. **Breakfast**

(Children who miss breakfast will be offered breakfast until 9:30 a.m. to be served by their parents/guardians).

11:30 a.m. – **Lunch**

3:00 p.m. – **Afternoon Snack**

At **NO** time will foods or snacks containing **peanuts or seafood** be allowed on the premises for the safety of all children with food allergies.

No outside food is permitted.

Special Dietary Needs:

It is the responsibility of all parents to notify the center's staff of his/her child's food allergies. Please refer to the center's food allergy policy (in development).

Supplies:

Each child will have a designated space for their personal belongings. Please label all of your child(ren)'s belongings. When bringing items into the center please complete an inventory sheet to be signed by you and the teacher. KidzStuff Child Care Center is not responsible for misplaced or stolen clothing.

Please supply the following items:

1. Change of clothing (2 sets – weather appropriate)
2. One sheet must be taken home every Friday and returned freshly laundered every Monday.
3. Diapers, wipes, cream for children who are not potty/toilet trained

School Age – COVID-19 Children are at the center virtually learning all day and are subject to the COVID-19 Rules

KidzStuff Child Care Center Transportation Rules and Regulations

Safety is the primary concern in transporting students. Safety on school buses and vans is the shared responsibility of students, parents, school staff, bus or van contractors and bus or van drivers. Parents/guardians should read and explain these rules to their children. We ask your cooperation in helping us provide a safe and pleasant ride for all students by impressing upon your child(ren) the importance of bus or van safety and courtesy at the bus or vans top and on the bus.

Rules on the Bus/Van

For a safe and pleasant ride:

1. Immediately follow the directions of driver, do not delay loading/unloading procedures.
2. Always sit, face forward and do not move around.
3. Talk quietly, be courteous and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassing, intimidating or horseplay.
7. Do not throw any objects in or out of the bus or van or damage bus.
8. No eating, drinking, matches or use of tobacco.
9. At railroad tracks, be absolutely silent.
10. No verbal and/or physical sexual harassment.

Rules at the Bus or Van Stop

1. Students should get to their bus or van stop 5 to 10 minutes before the scheduled pick up time.
2. Students should respect the property of others while waiting at their bus or van stop.
3. Students must stay away from the street when waiting for the bus. In the winter, they should never walk or play on the snowbanks.

4. Students that must cross the street should always cross in front of the bus or van where the driver can see them. Students should wait for the drivers' signal before crossing the street.
5. **REMINDER:** Parents/guardians are responsible for the discipline of their students at the bus or van stop. It is NOT the responsibility of the bus or van operators or the school district. Severe problems should be directed to the Police Dept.

Getting on the Bus or Van

1. Stand several feet back from where the bus or van will stop.
2. Line up and wait your turn. Wait for the bus or van to stop before moving forward to board it. Pushing and shoving causes accidents.
3. Use the handrail when boarding the bus.
4. Take a seat quickly, delays in getting seated may cause buses and vans to be late.
5. Do not save seats for friends.
6. On many buses and vans students must sit two to three to a seat. Move over so each student can be seated.

Riding the Bus/Van

1. No radios, boom boxes or large musical instruments or other large items you cannot hold on your lap.
2. Do not carry articles such as guns, gas cans, fireworks, sharp instruments animals or any other objects of a dangerous or objectionable nature onto the bus.
3. Do not throw things on the bus, or out of the bus or van windows.
4. Immediately report to the driver any damage to a bus.
5. Use the bus or van for transportation to and from school only.
6. In cases of emergency, follow the driver's instructions.
7. Drivers will pick up and drop off students only at designated bus or van stops.

Leaving the Bus

1. Do not get up until the bus or van stops.
2. Pushing or shoving will not be allowed.
3. IMMEDIATELY move away from the bus.
4. If you drop something, DO NOT pick it up. Wait until the bus or van leaves and ask an older person to get it. (Have a teacher staple your papers together so they cannot blow away easily)
5. If you have to cross the road, walk in front of the bus or van about 10 giant steps so you can see the driver's face.

IF YOU CAN SEE THE DRIVER'S EYES, THE DRIVER CAN SEE YOU!

6. If you do not have to cross the road, stay away from the side of the bus.
7. ALWAYS REMEMBER- if you can touch the side of the bus, then you are TOO close.
8. Absolutely no "skitching"—holding onto the back of the bus or van while it is moving on snowy and icy roads. Skitching is dangerous and illegal.

Breaking the rules

1. Student will be verbally warned.

2. Student will be issued pink slip.
3. School bus or van Incident Report will be issued, transportation will be denied.

NOTE: Dangerous or destructive offenses will result in the IMMEDIATE suspension of busing privileges with NO warnings given.

Change of Address

If you move during the school year, please inform the school your student attends at your earliest opportunity.

Bus or Van Assignments

KidzStuff Child Care Center only provides transportation from the center to schools, from schools back to the center. Everyone's van assignment is the same.

Route Timing

When school opens in the fall, inconsistencies in route timings are often experienced. Fortunately, the weather during that time of the year is usually quite pleasant and we appreciate your patience as drivers get familiar with their routes and riders. As the year progresses, the times should be more consistent, but it is still a good idea for children to be at the bus or van stop no more than 5 (to 10) min. ahead of the scheduled pick-up time. The weather, traffic and students not riding can affect the timing.

KidzStuff Child Center can only spend 5 minutes at each school picking up children. If your child(ren) are not at the designated pick-up location on time. We will notify you of our departure. It is important that every child gets picked up on time, in order to accomplish this, we must keep the bus/van moving at an appropriate pace.

School Attendance:

Parents should notify the center immediately if:

- A student did not come to the center in the morning but are in school and need afternoon pick-up
- A student is not attending school at all on any given day and does not need transportation.
- A student has an early dismissal from school and does not need transportation on any given day.

If transportation goes to a school to pick up a child who is not at the school parents will be charge a \$25.00 inconvenience fee. To be paid before the child can receive transportation again.

Bus or Van Stops

Bus or van stops are determined by need and location of bus or van riders and may change from year to year. Students must use the stop assigned unless another stop is approved by the Transportation Office. Bus or van drivers are NOT required to stop if there are no students waiting, so it's important for students to be at the stop a few minutes before bus or van time, waiting to board.

Eligibility

KidzStuff will bus or van a student to and from a childcare facility if it meets the criteria listed below.

Child Care

Transportation can be provided to and/or from childcare if the following circumstances exist:

1. The childcare center within 1 mile and half of the school your child attends.
2. The childcare center, in cases of pre-kindergarten/kindergarten students has the same AM/PM assignment.
3. The school your child attends is amenable to transportation services

Requests for transportation from childcare must be made EVERY school year by using the Mini School Age Transportation Form. Requests should be made to the Transportation Office by calling (410) 728-0652.

Exceptions to Attendance

Students with exceptions to attend a school other than the one they are assigned may NOT be eligible for transportation.

School Closing/Inclement Weather

In the event of inclement weather, some route adjustments may be necessary. On mornings when schools are closed because of weather KidzStuff Management will make a decision concerning morning transportation. If schools are dismissed early, KidzStuff will not provide transportation unless otherwise stated.

Students can attend the center during scheduled school closing. Lunch will be provided on those days.

Medical Conditions

If your child has medical conditions (i.e. subject to seizures, on daily medications, severe allergies) which may be a problem during the bus or van ride, please call the Transportation Office to request

a form. This completed form will be carried on the bus (es) your child rides and used if a medical emergency occurs.

Discipline Procedure

If a student does not follow the rules on the bus, the driver will try to resolve the problem as explained in the “Rules on the Bus” section. If the driver cannot obtain cooperation from the student a discipline report will be filed. Telephone conversations and /or written notifications will be made to the student and parent/guardian concerning all incidents.

Consequences for breaking the rules are as follows:

First Offense:

1. Recorded as a verbal warning.

Second Offense:

1. Students will be given a pink warning card and denied transportation, beginning the following day, until the card is signed by the student and their parent/guardian and returned to the driver.
2. A copy of the signed card will be kept on file.
3. Parents/Guardians will receive a copy of the signed pink form warning card along with a copy of the Bus or van Riding Rules and Regulation from the KidzStuff office.

Third Offense:

1. A School Bus or Van Incident Report will be issued
2. Student will be given a 3-5-day suspension of bus or van privileges, depending on the degree of the offense, beginning with the following day.
3. The incident report will be kept on file.
4. Parents/Guardians will be verbally notified by the KidzStuff Director or Assistant Director.
5. Parents/Guardians will receive a copy of the Incident Report along with a copy of the Bus or Van Riding Rules or Regulations from KidzStuff’s Transportation Office.

Fourth Offense:

1. A School Bus or Van Incident Report will be issued.
2. Students will be given a 10-day suspension of bus or van privileges beginning with the following day.
3. Same notification procedures as third offense.

Further Offenses:

Each case will be considered individually. Student may be suspended for longer periods of time, including the remainder of the semester or school year.

Dangerous or destructive offenses will result in suspension of busing privileges. The length of the suspension will be determined by the degree of the offense. Students damaging school buses and vans will be responsible for the damages. Failure to pay such damages within two weeks will result in the loss of bus or van privileges until damages are paid to the bus or van company.

School Enrollment:

Once the school year has begun and children are attending a public school, private school, charter school, or head start, etc. they are not able to come to KidzStuff during daytime hours for any reason other than scheduled school closings.

School Notification:

Parents are responsible for notifying their child's school concerning transportation rules/regulations. Please inform the school staff we are **NOT** your child's parent and will **NOT** receive messages for you.

If for any reason a school staffer holds a child in the classroom beyond the regularly scheduled dismissal time parents will be responsible for picking up their child(ren) as the bus/van will have to continuing its route.

Homework

KidzStuff Child Care Center will give children 30 minutes for homework time upon afternoon arrival with limited help. We will not check bookbags for homework if children say they don't have homework. It is the parent's responsibility to instruct his/her child(ren) to start their homework during homework time at the center.

Meals & Snacks:

Nutritionally balanced meals and snacks will be provided. The children are offered food and encouraged to taste/eat the food on their plates. We do not force or bribe children to eat. Menus will be posted weekly.

Meals and Snacks are served at the following times:

8:00 - 9:00 a.m. **Breakfast**

(Children who miss breakfast will be offered breakfast until 9:30 a.m. to be served by their parents/guardians).

11:30 a.m. – **Lunch** (When school is out or during summer programming)

3:00 p.m. – **Afternoon Snack**

At **NO** time will foods or snacks containing **peanuts or seafood** be allowed on the premises for the safety of all children with food allergies.

No outside food is permitted.

Special Dietary Needs:

It is the responsibility of all parents to notify the center's staff of his/her child's food allergies. Please refer to the center's food allergy policy (in development).

Supplies:

Each child will have a designated space for their personal belongings. Please label all of your child(ren)'s belongings. When bringing items into the center please complete an inventory sheet to be signed by you and the teacher. KidzStuff Child Care Center is not responsible for misplaced or stolen clothing.

Please supply the following items:

- 1.Change of clothing (2 sets – weather appropriate)
- 2.One sheet must be taken home every Friday and returned freshly laundered every Monday (Summer Months)