

**A KID'S PLACE CHILDCARE, INC.
PARENT HANDBOOK ACKNOWLEDGEMENT**

Parents,

Please sign and return this page to the A Kid's Place Childcare, Inc. Director's office after reading the handbook. This acknowledgement is due before your child/children attend A Kid's Place Childcare, Inc. Please feel free to ask the director or assistant director questions about any of the policies in this handbook.

I/we acknowledge that I/we have received a copy of the *A Kid's Place Childcare, Inc. Handbook*. I/we agree to follow all policies outlined within.

Signature of parent/guardian

Date

Signature of parent/guardian

Date

A KID'S PLACE CHILDCARE, INC.

HANDBOOK

*30121 Lorain Road
North Olmsted, OH 44070
440/779-5671 ~~ Fax 440/779-9965*

A KID'S PLACE CHILDCARE, INC.

PARENT HANDBOOK

Welcome to A KID'S PLACE! The following may be helpful to parents wishing to enroll their children in our program.

PHILOSOPHY AND GOALS

A KID'S PLACE is designed to provide care for children while away from their parents/guardians. We aim to provide the opportunity for age appropriate education, safe supervised play, and social development and interaction with other children. We expose children to a wide variety of learning experiences because children have a spontaneous interest in discovering and learning.

Our goal is to help your child interact with others their age and to provide a catalyst for their inquiring minds.

LICENSE CAPACITY

Our state License will be found on the Director's office wall. Our license capacity for the center is:

| Infants | Toddlers | Pre-school | School age | Total |
|---------|----------|------------|------------|-------|
| 14 | 26 | 26 | 32 | 98 |

ADMISSIONS

A child is considered to be enrolled in the center only after the registration fee has been received, the director confirms the availability of space, and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the director's office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. The medical must be updated every 13 months.

FIRST WEEK SCHEDULE

The first week of school for any child should be a slow-paced one. One that meets his/her needs and allows the child plenty of time to adjust. Parents of a new child are asked to make arrangements at work or at home so they may spend time at the center with their child during the first few days. We suggest the following schedule:

- First Day Between 9:00 – 11:30 – Spend time at the center with your Child.
- Second Day 9:00 – 11:30 – Spend time at the center; however you may leave your child's class for short periods of time if this is not upsetting for your child.
- Third Day Regular time arrival – 12:30pm – parents should leave before the child's nap time.

HOURS AND DAYS OF OPERATION

A Kid's Place days and hours of operation are Monday through Friday from 6:00am to 6:30pm. A late fee will be charged if a child is not picked up by closing time.

A Kid's Place will be closed the following holidays:

| | | |
|---------------|----------------|------------------|
| New Years Day | Fourth of July | Thanksgiving Day |
| Memorial Day | Labor Day | Christmas Day |

STAFF/CHILD RATIOS AND MAXIMUM GROUP SIZE

A Kid's Place will not exceed the following state required ratios, which are as follows:

| | | |
|-------------|---------------------|--------------|
| 1:5 or 2:12 | Infants | 0-18 months |
| 1:7 | Toddlers | 18-30 months |
| 1:8 | 2-1/2 – 3 year olds | |
| 1:12 | 3 year olds | |
| 1:14 | 4-5 year olds | |
| 1:18 | School age children | |

Ratios for toddlers and preschoolers may be doubled for one and one-half hours at nap time as long as all children are resting quietly on their cots and enough staff is in the building to meet the regular required staff/child ratio if there is an emergency.

The maximum group sizes are as follows:

| | | |
|----|---------------------|----------------------|
| 12 | Infants | 6 weeks to 18 months |
| 14 | Toddlers | 18-30 months |
| 16 | 2-1/2 – 3 year olds | |
| 24 | 3 year olds | |
| 28 | 4-5 year olds | |
| 36 | School age children | |

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include nap time, lunch time, outdoor play or special activities.

DAILY SCHEDULE

The program at A Kid's Place contains components of language arts, math, science/nature, music and movement, perceptual activities, dramatic play, and sensory motor development. The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place where they know what to expect and when to expect it. A typical day for each age group is presented below:

Infant Schedule:

| | |
|-------------|--|
| 6:30-8:30 | Children arrive, attendance taken, group activities, breakfast, diapers |
| 8:30-9:00 | Clean-up from breakfast, songs, and stories |
| 9:00-9:45 | Outside or play room time |
| 9:45-11:00 | Art activities, diapers, small group activities, getting ready for lunch |
| 11:00-12:15 | Lunch |
| 12:15-2:30 | Nap time, diapers, quiet activities |
| 2:30-3:00 | Snack |
| 3:30-4:15 | Outside or playroom time |
| 4:15-6:50 | Diapers, feedings, stories, songs, group activities, going home |

Toddler schedule

| | |
|-------------|---|
| 6:30-7:50 | Children arrive, attendance taken, group activities, clean-up time |
| 7:50-8:30 | Prepare for breakfast, breakfast |
| 8:30-9:00 | free play, stories, prepare for day |
| 9:00-9:30 | diapers |
| 9:30-10:30 | table time, manipulatives, gross motor activities |
| 10:30-10:45 | prepare for Lunch, put out cots |
| 10:45-11:15 | Lunch |
| 11:15-1:30 | nap |
| 1:30-2:00 | diapers, put away cots |
| 2:00-2:30 | snack |
| 2:30-3:00 | playroom, gross motor |
| 3:00-6:50 | Group and fine motor activities, movement to music, diapers, stories, departure |

Preschoolers (3-5 Years Old)

| | |
|-----------|--|
| 6:30-8:15 | Children arrive, attendance taken, selected activities daily such as art, manipulative, housekeeping, block area, etc. |
| 8:15-8:30 | Bathroom and clean-up time |
| 8:30-9:00 | Breakfast |

| | |
|-------------|--|
| 9:00-9:15 | Morning meeting, greeting song, discussion of the day |
| 9:15-11:30 | Self-choice activities including art projects, blocks, dramatic play, language and math activities, stories, songs, outside or inside play |
| 11:30-12:00 | Bathroom and preparation for lunch |
| 12:00-12:30 | Lunch |
| 12:30-2:00 | Nap time |
| 2:00-2:30 | put away cots, bathroom |
| 2:30-3:00 | Snack |
| 3:30-6:50 | Self-choice activities, outside or inside play, stories, clean-up, departure |

Before/After School

| | |
|-----------|---|
| 6:30-8:00 | Children arrive, selected activities, depart for school |
| 2:30-6:50 | Children arrive, snack, group activities, outside play time, homework time, departure |

This general schedule will be followed by both pre-school and school age children when they arrive at A Kid's Place. We will strive to achieve a balance between guidance and freedom, group and individual activities and active experiences. A child finds security and develops a sense of order when there is a schedule and a plan for the day. We will try at all times to be flexible and to maintain a relaxed attitude toward a rigid schedule.

TUITION/FEES AND PAYMENT POLICIES

Tuition Rates:

| | |
|--|--|
| 6 weeks – 18 months | \$_____ per week or \$_____ per day |
| 18 months – 3 years | \$_____ per week or \$_____ per day |
| 3 – 5 years | \$_____ per week or \$_____ per day |
| Kindergarten | \$_____ per week |
| Before and after Kindergarten | \$_____ per week |
| Additional day (no school) | \$_____ per day to a maximum of \$_____ per week |
| Summer Camp | \$_____ per week |
| Before and After School | \$_____ per week |
| Additional day (no school) | \$_____ per day to a maximum of \$_____ per week |
| Before School | \$_____ per week |
| Additional day (no school) | \$_____ per day to a maximum of \$_____ per week |
| After School | \$_____ per week |
| Additional day (no school) | \$_____ per day to a maximum of \$_____ per week |
| Sibling not currently enrolled | \$_____ per day to a maximum of \$_____ per week |
| 10% off lowest tuition for multiple children | |

Parents must sign a parent agreement before the enrollment date indicating the correct rate of pay.

Tuition Payment Policies:

School age children in the before/after school program are welcome on non-teaching days or when schools are officially closed, at an additional cost based upon need.

No credit card payments will be accepted in payment for your tuition. Payments must be made by cash, check or money order only. Fees are to be paid at least one week in advance. Payments are due either the Friday before or Monday morning for the week. Tuition not paid by Monday morning is considered late. There is a late charge of \$10.00 for the first day and an additional \$5.00 for each additional day. No late fee will be assessed in the event your child is absent due to illness or vacation if payment is made on the child's return to A Kid's Place. This is the only exception to the payment policy.

Fees are due regardless of absence on all day care schedules. The schedule that is arranged with the director is the client's responsibility. Registration of the child constitutes a contract upon which we depend when hiring our staff members. Please understand this when you are charged for unscheduled absences. Also note that the regular fee is charged when a legal holiday or snow day falls within the regular week.

We cannot operate on a fluctuating budget due to the fact that we accept a limited enrollment. We count on your tuition to pay salaries and other costs each month. The total tuition for the year is divided into equal weekly payments for your convenience. It is necessary to ensure that all payments are made on time in order to provide your child with the best program, equipment, and staff. Please discuss your needs with the director. Our tax identification will be provided upon request. All checks or money orders are to be made payable to *A Kid's Place Childcare, Inc.* Payments should be placed in the tuition slot in the director's office.

Registration

The registration fee is \$45.00. This fee is non-refundable and is paid at the time of enrollment and every year thereafter in September.

Late Fees per Childcare

- \$5.00 for the first 15 minutes after closing
- \$10.00 for each additional 15 minute increment

Children become anxious when all of the other children have left the facility. Teachers also have activities and family waiting. Please be prompt. Any parent/guardian arriving later than 6:30pm to pick up their child should come prepared to pay the caregiver in charge the late fee required.

Arrears

The account is considered delinquent when payment is one week in arrears. Parents will be notified of this delinquency immediately. **If the tuition for the current week is not paid by Friday of the current week, along with the late charges, then your child cannot return to A Kid's Place until your account is brought up to date.**

Vacation Benefits

If two weeks notice (Monday-Friday) is given prior to a child being absent from a Kid's Place for vacation, tuition for that week (weeks) is 50 percent of the normal fee.

Holidays

Full tuition is due for any periods including holidays. Staff receive these days as paid holidays.

Withdrawal

We ask that two weeks' notice be given prior to withdrawal. Relationships develop between your child, the other children, and staff members. It is important that all three parties be given ample time to adjust to the change. Please make sure that your tuition account is current and up to date.

Inclement Weather

On rare occasions, it may be necessary to close A Kid's Place due to poor weather conditions, power outages, etc. We will make every effort to open our doors at the normal time. If circumstances should arise, watch your local television station or listen to the local radio stations for closing information. On these occasions, regular payment is expected.

SUPERVISION OF CHILDREN POLICY

A major responsibility of the staff is to ensure the health and safety of each child entrusted to our care. A Kid's Place staff members are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventive measures. Staff/child ratios are kept at all times. No child shall be left unsupervised.

Arrival/Departure

Parents/guardians are to escort their child/children to the classroom and inform the teacher(s) of the child's presence upon arrival at the center. A security system is in place for everyone's safety. The parents/guardians and staff are given the entrance code. Please do not let any unauthorized person in the building. Parents/guardians must sign their child/children in and out each day.

Parents/guardians are asked to make contact with the child's teacher to ensure that staff is aware that the child has been picked up. Parents/guardians are responsible for the supervision of their child before and after sign-in/sign out. No child is permitted to be passed over or through the playground fence for pick up or drop off.

Supervision of School Age Children

School age children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met:

- Children are within hearing distance of their teacher
- The teacher checks on the children regularly until they return
- The restroom is for the exclusive use of A Kid's Place Childcare
- One group of no more than six school children, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a childcare staff member, as long as the teacher can see or hear the children at all times and checks on the children periodically.

Children Arriving at A Kid's Place from Other Programs

At times it may be necessary for a child to arrive at the center from another program (a school age child arrives after school). If a child is scheduled to arrive and does not, A Kid's Place staff will first contact the parent to confirm that the child is scheduled to be at A Kid's Place that day, and then contact the program from which that the child was to have arrived. A Kid's Place will then consult with the parent/guardian to determine further action. It is very important that parents contact A Kid's Place when their child is not going to be attending for this very reason.

Release Policy

Parents must give written or oral notification when someone other than the parent/guardian will be picking up their child. Person or persons picking up your child will need to show a driver's license or other photo identification before a child can be released from the center.

Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary. The safety of the children is our number one priority!

Custody Agreement Policy

1. Upon enrollment, if there are existing custodial agreements, copies must be presented at the time of first arrival.
2. A Kid's Place staff need to be aware of custodial agreements
3. A Kid's Place needs to be notified upon changes in custodial agreements
4. A list of acceptable adults to pick up children must be on file in the director's office and in the child's classroom
5. A Kid's Place staff is obligated, for the safety of the child, to contact the police department should a custodial disagreement occur

Transitioning

Parents/guardians will be notified when your child is ready to move up to the next classroom. A Kid's Place staff will develop a transition plan as part of this procedure. This plan will include the beginning and ending date of the transitioning period and include a transition schedule. The plan will be signed by the parent/guardian. Parents/guardians may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next room.

Child Abuse Reporting

A Kid's Place staff members are mandated reporters of child abuse. A Kid's Place staff **MUST** make a report to the local children's services agency if there are any suspicions that a child is being abused or neglected. The safety of the children is always our first concern.

FIELD TRIPS/TRANSPORTATION OF CHILDREN

A Kid's Place plan for safety whenever children are transported from the facility for fieldtrips, special outings, or routine trips is as follows:

1. A person trained in first aid shall be available
2. A state-approved first aid kit will be available at all times
3. Child identification tags will be attached to each child that will include the name, address and phone number of A Kid's Place Childcare, Inc.
4. Emergency authorization forms and health records for each child will be taken on outings
5. Written permission from the parent/guardian is required before a child will be allowed on the outing

A Kid's Place offers transportation for school age children to and from area schools. There is a weekly transportation fee for these services. The cost per child is subject to change.

Any vehicle that is owned by A Kid's Place is required to meet the motor vehicle lighting requirements and the child restraint requirements. An annual safety inspection is required and available for verification in the director's office files.

Parents/guardians transporting children on fieldtrips must be using automobiles that meet the child restraint system requirements and have a valid driver's license and insurance.

A rescue squad will provide emergency transportation in the event that a child needs immediate medical transportation.

Field Trips

We will be taking periodic field trips, which will also be done with a trained staff member in the vehicle. A headcount will be taken of the children marked on a separate attendance sheet created for that trip before departing the facility. A second headcount will be taken upon arrival at the destination site to guarantee child safety. This process will be repeated before starting the trip

back to A Kid's Place. Each staff member on the outing will have specific children that they are responsible for supervising. A Kid's Place will obtain signed permission slips from parents/guardians before children will be taken on the outing.

SWIMMING INFORMATION

A Kid's Place may provide children four years and up the opportunity to participate in water play activities in bodies of water two or more feet in depth at "American Red Cross" certified facilities at an additional charge to parents/guardians.

A Kid's Place shall obtain written permission from parents/guardians of the child before the child will be permitted to or otherwise participate in these water play activities. A Kid's Place staff members shall always accompany and supervise the children at swimming sites but are not limited to public or private swimming pools, lakes, or rivers. Swimming sites removed from the A Kid's Place facility shall be approved and supervised by local authorities. Activities in bodies of water two or more feet in depth shall be supervised by persons who are currently certified as lifeguards or water safety instructors by the "American Red Cross" or an equivalent safety program.

Young children may be provided with water play opportunities at the A Kid's Place facility. These activities include sprinklers and small wading pools (less than 24 inches deep). Parents/guardians will also be asked to sign written permission slips prior to children engaging in this type of water play.

Please remember to send bathing suits, towels, and sunscreen for your children. Sunscreen must also have a medication form completed for it. Please include a lightweight t-shirt that the child may wear over his/her swimsuit if the child burns easily.

GUIDANCE POLICY

The A Kid's Place philosophy on discipline is one of guidance. It is not one of punishment or physical force. We believe the goal of all discipline is self-discipline. We want to teach children to respect themselves and others. Children's individual rights will be respected at all times. Individual temperament, age of the child, and environmental circumstances will be considered at all times when imposing and enforcing limits of a child.

All employees will offer reasonable choices to the children and will direct a child toward what they can do rather than what they cannot do. Positive redirection, time-out, and teacher intervention are acceptable means of discipline.

Children are encouraged to use their words for expression of anger, sadness, excitement, etc. while setting reasonable limits of behavior. Our goal is simply to allow the child time to gain control of his/her actions and to gain control of his/her inner emotions.

All employees, under the supervision of the director, are responsible for the discipline within their groups. Children will not be allowed to hit, or in any way physically injure another child. Employees must protect the children from hurting themselves or other children at all times.

A private conference with the director, staff, and parents/guardians will be scheduled if a child is unable to control his/her behavior through the above noted methods. A plan for more positive behavior will be worked out and closer contact with the parents/guardians will be instituted. Outside consultation with a specialist in child behavior could be required.

A Kid's Place will reserve the right to withdraw the child from the attendance roster until positive action is taken, or if the child does not respond to repeated help in controlling behavior, is a danger to their person or other children, or if the child's parents/guardians refuse to seek outside consultation when recommended.

Please note that it is the responsibility of A Kid's Place staff to handle discipline problems that occur at the facility. Please do not punish your child at home or at school for behavior at A Kid's Place. We may ask you to discuss a problem with your child but that is the most we would like you to do unless stated otherwise.

MEALS

CACFP NONDISCRIMINATION STATEMENT

“In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call (800)795-3272 (voice) or (202)720-6382 TTY). USDA is an equal opportunity provider and employer.”

Balanced meals are served daily with foods from each of the four food groups. A daily meal may include hot or cold cereal, French toast, pancakes, pizza, soups, jell-o, taco salad, cookies, etc. Snacks consist of fruit, vegetables, cheese, crackers, juice, etc. Milk is available at all meals. Breakfast is served from 8:00-9:30, lunch from 10:45-12:30, and snacks from 2:00-3:00. All meals are made by the cook at A Kid's Place. A weekly menu is available. Children can ask for seconds at meals and snack time.

ACCIDENTS/EMERGENCIES

A Kid's Place has monthly fire drills at varying times each month. A record of the fire drills is available in the director's office.

- A Kid's Place has a fire emergency and weather alert plan posted in each classroom which explains the action to be taken and staff responsibilities in case of fire emergency or weather alerts with diagrams showing evacuation routes.
- All children and personnel will exit the building and seek safety in the designated safety areas in case of fire evacuation. Parents would receive telephone calls from A Kid's Place staff.

- Children and staff will seek shelter at St. Clarence Church at 30106 Lorain Road in North Olmsted until notified by safety personnel in the event of a natural emergency or hazardous air born chemical situation.

All A Kid's Place staff members are trained in First Aid, CPR, and Communicable Diseases. Staff will administer basic first aid and TLC in the case of a minor accident/injury. First aid will be administered and the parents/guardians will be contacted immediately to assist in deciding an appropriate course of action if the injury would be more serious. The EMS will be contacted, parents/guardians will be notified, and A Kid's Place staff member will accompany the child to the hospital with all available health records if a life-threatening injury occurs. Staff may not transport children in their vehicles. Only parents/guardians or EMS will transport children in emergency situations.

An Incident/Injury report will be completed immediately after the incident occurs and given to the person picking up the child on the day of the incident/injury in the following circumstances:

- An illness, accident, or injury which requires first aid treatment
- A bump or blow to the head
- Emergency transporting
- An unusual or unexpected event that jeopardizes the safety of children such as a child leaving the premises unattended, etc.

EVACUATION PROCEDURES

Fire Evacuation

1. UPON ALARM—THE DIRECTOR OR ASSISTANT DIRECTOR WILL CALL THE FIRE DEPARTMENT
2. A Kid's Place teaching staff will keep the children quiet
3. A Kid's Place teaching staff will form the children in order
4. A Kid's Place teaching staff are responsible for the closing of the windows
5. A Kid's Place teaching staff will march the children in single-file in the direction prescribed in each room
6. A Kid's Place teaching staff will close doors upon vacating the room
7. ABSOLUTELY NO INDIVIDUAL IS TO REENTER THE BUILDING UNLESS APPROVED BY THE FIRE DEPARTMENT

Weather Evacuation

1. A Kid's Place teaching staff will assemble children in order in the classroom upon public notice (radio, TV, short repeated blasts from the fire department) that approaching weather is severe
2. A Kid's Place teaching staff will keep children quiet and calm
3. A Kid's Place teaching staff will march the children in single file in the direction prescribed in each room

4. Children and adults should remain in their designated inside area until public or private officials sound the all clear

MANAGEMENT OF ILLNESSES

Please remember that it is an upsetting experience for your child to become ill at school. Your child should NOT be brought to the A Kid's Place facility that day if he/she exhibits any of the following signs of communicable disease:

- | | |
|---------------------------------------|---|
| -sore throat, difficulty swallowing | -yellow skin or eyes |
| -unusual spots or rash | -redness of the eye, obvious discharge, |
| -untreated infected skin patches | matted eyelashes, burning, itching |
| -evidence of lice, scabies, parasites | -fever of 100 degrees or higher |
| -headache, earache | -diarrhea and/or vomiting |
| -severe coughing | -dark urine, gray or white stool |
| -difficult or rapid breathing | -stiff neck with elevated temperature |

Children should be kept home for the first two days of a fresh cold. Mildly ill children may be observed with the group for worsening symptoms.

A person trained to recognize the common signs of communicable diseases or other illness will observe each child daily before he/she enters the facility. They will follow the aforementioned signs of illness as indicating the presence of a communicable disease. Any child who is suspected of having a communicable disease will be isolated immediately in a space near the director's desk. An adult will be within sight and hearing of a child who is isolated due to illness. No child is ever left alone or unsupervised.

The sick child will be provided with his/her own cot and blanket for use until they are discharged to their parents/guardians. The cot will be sanitized with a germicidal detergent upon the discharge of the child. Blankets and cot cover shall be removed and laundered. A child who becomes ill during the day will be discharged to the care of his/her parent/guardian as promptly as possible. A Kid's Place will discharge the child to the person who has been designated by the parent/guardian to take charge of the child if the parent/guardian is not able to pick up their child. This information is taken from the enrollment form that is completed at the time of admission.

Any child that has been sent home due to illness or absent due to illness will be readmitted when all signs of communicable disease are no longer present. A Kid's Place reserves the right to request a doctor's note for more serious illnesses, i.e. hepatitis, head lice, etc. These notes should indicate that the child is no longer communicable and may safely return to school. **Your child must be kept home until the symptoms have been absent for at least 24 hours if your child has a fever, vomiting, or diarrhea.**

A Kid's Place has a communicable disease chart located near the director's office. Please feel free to refer to it at any time. A Kid's Place will post a sign if any child has contracted a communicable disease to inform the parents/guardians.

Medications

A Kid's Place will administer medications to a child only after the parent/guardian completes a *Request for Medication* form. All proper sections must be completed and the medication handed to the teacher each day. Medications will be stored in a designated area inaccessible to children. Medications may not be stored in a child's cubby or book bag. The only exception to this requirement is for school age children that require immediate use of an inhaler for medical condition. School age children will only be permitted to maintain control of their inhalers. Parents/guardians must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler on his/her person at all times. It may not be stored in a cubby or book bag. The caregiver directly responsible for the child will keep the inhaler if the child cannot keep the inhaler on their person at all times.

A Kid's Place will administer medication to your child only if the following criteria are met:

1. The medication must be prescribed for your child by a licensed physician
2. The medication must be labeled with the original pharmacy label stating the child's name, current date, exact dosage, daily number of dosages, and the route of administration
3. The medication must be in its original container
4. The medication must be accompanied by a completed *Administration of Medication* form supplied by A Kid's Place (the form is your request and authorization to administer prescribed medication to your child and the expiration date on this statement is for the length of the doctor's prescription or one year, as stated by the State Inspector, whichever is less – this form will be kept in the child's file for the period of one year)
5. A Kid's Place will administer Tylenol, Motrin, cough or cold medicine only if a medication form has been signed and the medication is in the original container with the proper dosing guidelines on the package.
6. A Kid's Place will not administer aspirin or cough or cold medicine that contains codeine without a prescription
7. A Kid's Place will not administer Tylenol, Motrin, etc. to keep a child temperature free
8. A Kid's Place will only apply nonprescription topical ointments and lotions if the following are met: written instructions from the parent or guardian are on file, the manufacturers guidelines are brought in and met, the ointment is not used for longer than fourteen consecutive days.

Food Supplements or Modified Diets

Parents/guardians will need to have a physician complete the form which will be supplied to you if your child requires a special diet because of an allergy that prevents him/her from eating certain foods.

A Kid's Place will follow the posted medical and dental emergency plan and complete an incident report form in the event of an allergic reaction. A Kid's Place will administer first aid, summon the EMS, and contact the parent/guardian.

A Kid's Place Staff and Communicable Disease

No staff member shall be present that exhibits any signs of communicable disease. The director reserves the right to request a physician's note for a staff member to return to work.

The director will review the signs and symptoms of illness and proper hand washing and disinfecting procedures with all staff members. This review shall be given to each new employee and discussed periodically at staff meetings.

OUTDOOR PLAY

Each parent/guardian and employee can feel free to contact the administration when assistance is needed with problems or concerns related to our program. Parents/guardians can feel free to discuss issues regarding their children with the childcare staff member. We have an open-door policy.

Parents/guardians should check the bulletin board, their child's book bags, or cubbies daily for information about the program. Parents/guardians are welcome to take the opportunity to discuss your child's needs and progress with their teacher.

Parents/guardians are welcome to participate actively in any school celebrations. There are some activities in which parents/guardians are expected to attend – Open House, Semiannual Parent/Teacher Conferences, and our Holiday celebrations. There are also at least two field trips per year.

VISITATION

Parents/guardians are welcome at the A Kid's Place facility at any time. Please remember, however, that small children do not tell time. They may associate your appearance as an indication that their day at the facility is over. The child may become upset if the parent/guardian leaves for the second time in one day.

Guests must be admitted by A Kid's Place personnel only. Parents/guardians are asked to notify an employee of A Kids Place if someone unfamiliar is requesting admission to the A Kid's Place facility. ***Never open the A Kid's Place facility door to anyone you do not know.*** The security of all children and all staff members is at stake.

Parents/guardians may make arrangements for friends and family to visit their child at the A Kid's Place facility. Please notify the director or your child's teacher of any special visits with names for identification purposes. Please tell the visitor to bring proper identification to verify his/her identity. ***Please do not give out the A Kid's Place code to your visitors.***

AMENDMENTS/CHANGES

Any amendments to this policy will be posted through the A Kid's Place facility. These changes will be posted at least one week before going into effect.