

Parent Handbook

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- 1) A Kid's World days of operation are Monday through Friday. We are open from 6:30 am to 6:30 pm. Only A Kid's World Staff is allowed in the building prior to 6:30 am. All children must be picked up no later than 6:30 pm.. Beginning at 6:31 pm, a late fee of \$15 for the 1st 10 minutes and \$1/minute thereafter. The second offense within 6 month period is \$5.00/minute. This fee is per child
Payments are due at the time you pick up your child. Repetitive late pick-ups will result in dis-enrollment

- 2) *We will be closed the following holidays:*

New Year's Eve (6:30 am-5:00 pm)	Labor Day
New Year's Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Eve and Christmas Day

In the event that a major holiday falls on the weekend, AKW will communicate which day the center will be closed to observe the holiday.

Regular tuition is due during holiday weeks. There is no tuition discount for holiday weeks

- 3) In the event of severe weather, AKW will post closing or delayed opening information on the FOX5 & 11Alive weather closing system. In addition, we will also. provide a message on our answering machine and WEBSITE. If Walton County school system announces a closing for all Walton County schools, our GA Lottery PreK will be closed, however not necessarily our regular child care program.

There is no tuition discount for severe weather closings.

- 4) All children must be escorted to and from his/her classroom by parents or authorized person. Parents are required to park in designated areas. The area under the awning is only to be used for quick trips into the building. Please find a parking space if you will be inside longer than 5 minutes!
We do not allow children to be dropped off between 11:30 am and 2:00 pm. The children in the center are napping during these times. This causes disruption for the children during naptime. Please make arrangements to be here prior to 11:30 am. If you need to pick up your child during this time, please be considerate. Please get your child quietly and exit quickly. In addition, during drop off & pick up times, please make conversations brief. Parent/Teacher conferences can be scheduled to discuss any questions or concerns.
- 5) Parents are required to sign their children in & out of the computer using our computerized system. Please be diligent in your participation. Identification codes are required for access into our facility & our computer tracking system. Assign DOOR codes only to individuals who pick up your children on a weekly basis not the occasional pick up. AKW management will ID anyone without a door code before allowing them access to our facility & your child.

- 6) Parents are responsible for keeping their child/children's records current to reflect any significant changes as they occur. This includes telephone numbers, work locations, emergency contacts, infant feeding plans, immunization schedules, etc.. Each parent must complete enrollment information each year on the anniversary date of enrollment. The annual registration fee is also due at this time.
- 7) AKW is required by State Law to maintain current immunization forms (#3231) on all children. This must be presented within 30 days of enrollment. In addition, an updated form **MUST** be submitted within 30 days upon expiration of the child's current form.
- 8) ***Tuition Guidelines***
All prices are set fees and are non-negotiable!!!!!!!!!!!!!!
- A) The registration fee is an annual per family charge due on the anniversary date of enrollment.
- B) Full tuition is due regardless if your child attends. You are purchasing a spot, not time!!
- C) Weekly Tuition is due on Fridays by 6:30pm for the upcoming week, **regardless** if your child attends on Friday.
- D) If weekly tuition is not paid by Friday at 6:30 pm, a fee of \$15 will be charged.
 If weekly tuition is not paid by Wednesday at 6:30 pm, your child will not be allowed to return until your account is paid in full.
- E) There is a \$35.00 charge for each returned check. After three returned checks, you will be required to pay in cash.
- F) Due to strict DHR requirements for teacher/student ratios, **we require a written 2-week notice for enrollment changes and or dis-enrollment.** This allows us adequate time to make necessary staffing changes and/or enroll children to fill your spot. If you fail to provide a written two-week notice, you will be responsible for the full cost of the two-weeks tuition. This is a liquidated damages clause. No Records will be released until accounts are paid in full.
- G) After 6 *continuous* months of enrollment, each family is allowed one week of vacation and one 1/2 price week. Vacation does not carry over from year to year. We must have two weeks of advance notice for vacation time to be granted. This must be submitted in writing. Vacation request forms are located in the front lobby and must be submitted to a member of management. Vacation time may not be split into days. It must be 1 full week. Your child may not attend the center during the vacation week or 1/2 price week.
- H) A Kid's World experiences an annual increase. This increase is reflected January 01st of every year.
- I) If you leave our center with any type of balance and we are forced to utilize our attorney or collection agency to collect this debt, you will be responsible for all attorneys fees and collection fees incurred. Also, all interest allowable by law in the State of Georgia will also be added monthly until balance is collected.
- J) All parents of school-age children who come to our center in the afternoons, are required to call a minimum of one hour prior to school dismissal if his/her child will not be attending the center in the afternoon. If the parent fails to notify the center of such an absence, there will be a \$15.00 charge per child. A Kid's World will not leave the school until all children are accounted for daily.
 If you have a child enrolled in our school-age program and that child does not attend during a holiday week, you must pay your regular weekly price.
- 9) A Kid's World will provide transportation to and from public school and planned field trips. Transportation authorization forms must be completed. Parents must authorize each individual

field trip. However, school transportation slips may be completed at the beginning of each school year. Parents must notify the center in the event that we do not have to transport the child to/from school. This prevents a child from being unintentionally left.

***A car seat or booster seat is required by law for all children under the age of eight
No student will be allowed to participate on field trips & outings without their car seatcar seat***

- 10) The center uses a positive discipline approach. All children are expected to follow the rules set by A Kid's World. If a rule is broken the following procedure will be followed:
- 1) Verbal Warning
 - 2) Removal from activity . One minute of "time-out" for each year of the child's age.
 - 3) Individual counseling with the child.
 - 4) If the child continues to break rules he/she will be removed from the room and sent to the director. Parents may be notified. A written warning will be sent home.

 - 5) After three written warnings have been sent home for the same behavior problem, you may be asked to remove your child from our program.

We expect parents to participate actively in the behavior of their child while at our center! If your child has behavior issues that require additional staff members to be present; in order to, supervise your child an additional fee of \$5.00/hour will be charged. This fee is to cover all expenses for additional staff members.

- 11) A Kid's World emergency medical plan is as follows:
- 1) Call EMS, if necessary.
 - 2) Have EMS transport to appropriate facility

A Kid's World seeks medical attention from the following:

Doctor:	Conyers Pediatrics	Hospital:	Rockdale Hospital
	1388 Wellbrook Circle		1412 Millstead Av NW
	Conyers, GA		Conyers, GA
	770-922-5745		770-918-3000

Dentist: Dr McGarity
129 Main Street
Jersey, GA

- 3) Contact Parents
- 4) Contact emergency contacts if parents cannot be reached.
- 5) Parents are responsible for the cost of all medical treatment or care given.

- 12) Medication can not be dispensed without written authorization that includes: date, name of child, name of medication, prescription number, dosage, date and time of day medication is to be given. Medicine must be original container with child's name marked on the container. Medication forms are only good for 1 (one) week. **We can not dispense medication on an "as needed" basis.** We must have exact times, days & amounts named on our medication sheet.

13) If your child becomes ill at school, you will be notified as soon as possible and you will be expected to pick up your child immediately. The following is our illness policy:

Any child with a fever of 101 degrees or higher will not be permitted to remain in the center. We will not allow Tylenol to be given to mask any fever if a child is ill.

Tylenol may only be given for the following reasons listed below:

Written prescription by a doctor

Teething Pain

Immunization pain

To reduce high fever in an emergency

If your child displays any of the following symptoms or illnesses you will be notified by the administrative staff to come pick up your child. Children may only return to the center if he/she is symptom free for 24 hours or accompanied by a doctor's note stating that the child is no longer contagious

- * Sore throat, rash, vomiting, diarrhea, earache, irritability or confusion accompanied by a fever. Fever is defined as having a temperature of 101 degrees or higher taken under the arm
- * Diarrhea-Three runny, watery, or bloody stools within a one hour period.
- * Body rash accompanied by a fever.
- * Severe sore throat accompanied by a fever.
- * Severe coughing-child gets red or blue in the face or makes high pitched whooping sound after coughing.
- * Eye discharge-thick mucus or pus drainage from the eye.
- * Yellowish skin or eyes.
- * If the child is irritable, continuously crying or requires more attention than we can provide without affecting the health and/or safety of other children in our care.
- * Head lice. We enforce a strict NO NIT policy.
- * Pink Eye
- * Impetigo and Ringworm
- * Scabies
- * Strep Throat

You will be given 1 hour from the time notified to have someone pick up your child. An additional charge of \$10.00/hour will be charged for an additional staff member to supervise your child until your arrival.

The center will notify all parents of suspected communicable diseases. The center uses the DHR communicable disease chart for exclusion and readmission to the center. The center expects our parents to also notify the center of any communicable illnesses.

14) If your child's diet consists of formula, you must provide the center with enough bottles and formula for the entire day. If your child uses Gerber Good Start, AKW will provide UP TO 3 bottles/day for

meals. Any additional bottles must be provided by parents. Bottles may not remain in the center overnight. Unopened formula must be discarded. All bottles must have lids and be labeled with the child's first name & last name. All formula must be pre-mixed. If your child requires a special diet, you must provide the necessary foods. If your child is allergic, you must notify the center. Please monitor the posted menu. In the event, we must provide a substitution for your child a charge of \$2.50 will be applied to your account. In the event of a field trip requiring a sack lunch, A Kid's World will supply a sack lunch for \$2.50 for any child not bring such a lunch

- 15) AKW participates in the USDA food program. All meal served in our center adhere to USDA nutritional guidelines. Only children in our Georgia PreK Program and School Age program may bring lunches from home. However, any meals brought into the center must also meet nutritional guidelines. AKW reserves the right to refuse to allow and/or supplement any meal brought into the center from home. In the event of food allergies &/or religious conflicts, parents are required to supplement all meals that the child can not eat on our menu.
- 16) Only children participating in our Georgia Lottery Prekindergarten Program or Summer Camp program may bring sack lunches to the center. Children in other programs must have medical or religious reason to bring food to the center. We must have medical documentation of any medical condition.
- 17) It is A Kid's World responsibility to report any suspected case of child abuse and/or neglect to the proper authorities.
- 18) The center reserves the right to photograph and/or videotape the children in our center. Photos are taken throughout our center and used for training and/or parent education purposes. The undersigned releases, acquits, forgives, and dis-charges the center from any actions, agreements, claims, controversies, demands, judgments, whether arising in equity or in law regarding such participation and appearance of said child.
- 19) Each year we strive to have 100% participation from the parents and staff toward fundraisers. We ask that each parent plan to either participate in fundraisers or make contributions to the center. Please remember that fundraisers help keep tuition costs down and pay for our staff training.
- 20) We do not allow toys or personal belongings from home brought into the center. Special days, such as, show & tell day will be reserved for special belongings for the children to share. A Kid's World will not be responsible for any items lost or broken while at the center. Any personal items brought will be put up until time to go home.
- 21) Please make sure all items brought into the center are labeled with the child's first and last name. This includes but not limited to coats, clothing, blankets, diaper bags etc...We can not be responsible for items lost.
- 22) A Kid's World welcomes all special needs and disabled children. Through on-going assessments and observations, we can measure children to see that they are developing at an appropriate rate. For those children needing special arrangements or additional services, our administrative staff collaborates with various agencies to meet your needs. We highly suggest that you contact us regarding special instructions

concerning the safety of your child and the other children enrolled in our facility.

- 23) During the potty training years, we ask that our parents be supportive of our efforts & encourage potty-training at home. Please see your child's teacher to discuss a plan for potty-training your child effectively.

Accidents will happen. Please provide your child's teacher with plenty of diapers/pull ups, underwear & wipes to complete the day. We recommend 2 changes of clothing (including socks).

According to state law, our teachers CAN NOT launder any soiled clothing or undergarments. We are required to place all soiled clothing or undergarments into a plastic bag & send the items home with parents, Understandably the contents may be rather unpleasant, but it is necessary in order to maintain the health & safety of our students.

- 24) AKW is required by law to allow our students plenty of fresh air & sunshine. Please make sure your child is dressed appropriately for the weather. Our students need to exercise their gross motor skills year round. If your child is too sick to participate in the outdoor experience, they are too sick to be in school for the day. A doctor's excuse is required to keep any child indoors. We reserve the right to determine if the weather is acceptable.

- 25) Biting is a normal & expected developmental process in children under the age of 3yrs old. Biting in these age g will be handled on an individual basis with compassion & understanding to all children involved. In children ove of 3, we enforce a strict policy against habitual biting in our center. Habitual offenders may be removed from ou program.

- 26) In order to withdraw a child from our program, an enrollment change form must be completed & submitted 2 weeks prior to the final date of attendance. If an enrollment change form is not completed in a timely manner, the family will be responsible for all charges leading up to and relating to withdrawal.

- 27) A Vacation Request Form must be completed and submitted in order to use scheduled & earned vacation time. Vacation time begins accruing after 6 CONTINUOUS months of enrollment. If your child withdraws or falls below part time status for any period of time, your enrollment date is revised. Please see a member of the management team for more details.

- 28) A Kid's World **does not** provide accidental insurance coverage for children enrolled in the center. Accidental insurance is available to purchase through our insurance provider at the expense of the parent/guardian Please see a member of management for more information regarding purchasing this coverage. Parents/Guardians are responsible for all expenses associated with medical treatment necessary.

- 29) Please remember to dress your children in clothing suitable for play! Each class does various different activities & projects that may stain or soil clothing! We make every effort to protect the children's clothing. However, sometimes mistakes happen! AKW can not be responsible for clothing that may get damaged during these activities.

- 30) AKW gladly accepts payments via credit/debit card over the telephone. However, there is a \$3 charge for these transactions. This is a bank charge that must be passed on the customer for this convience.

- 31) AKW has a 12 step diaper changing procedure that is posted in all diapering rooms. This procedure is available for review.
- 32) All infant parents are required to complete and infant feeding plan. This plan must be updated as the child's feeding schedules change.
- 33) Infants are required to be placed on their back for safe sleeping purposes. Unless otherwise documented by a written physicians statement. No blankets, stuffed animals or any other loose items are allowed in the infant crib. Only commercial swaddling blankets are allowed to be used while sleeping.
- 34) AKW admits children of any race, color, religion, national origin, sex and qualified children with disabilities to all rights, privileges, programs and activities of the Center and does not discriminate on the basis of any of these factors in administration of its educational policies, admissions policies, fee payments, food service program and other school administered programs. Children with disabilities are also enrolled through our regular enrollment process if we are able to adequately meet the child's special needs. In many cases the necessary special services are available through the Walton County Peep Program or Babies Cant Wait if the child is under three. If we are unable to meet a child's special needs because necessary facilities, services or staff are not available, we will assist the family to find a more appropriate placement.
- 35) Any arrangements/employment between parents/guardians & staff of this center (i.e. babysitting), outside of this program and services offered by this center, is an individual endeavor and private matter not connected or sanctioned by this center. This center shall remain harmless from any such arrangement.