



# Family Handbook

**Kids R Kids  
123 Hutchings Farm Drive  
O'Fallon, Missouri 63368  
Marcia and Kevin Slattery**

## **Welcome!**

Welcome to our family at Kids'R'Kids O'Fallon.

We look forward to sharing the upcoming years with you and your family as we partner in helping your child build a strong foundation for a bright future!

Our goal is for Kids'R'Kids families to achieve maximum value for their early educational investment and for each child to enjoy attending school while experiencing our nurturing teaching staff and developmentally appropriate curriculum during their fundamental years.

Sincerely,

Marcia and Kevin Slattery  
KidsRKids O'Fallon, Owners

## **Our Philosophy**

We believe children should be “**Hugged First, Then Taught.**”

## **Our Mission**

Kids‘R’Kids (KRRK) provides a secure, nurturing, and educational environment for young children; a place for children to grow into responsible, considerate, and contributing members of society.

Kids‘R’Kids wants all children to have the opportunity to grow physically, emotionally, socially and intellectually by playing, exploring, and learning with others in a fun, safe and healthy environment.

As a family-owned and operated organization, Kids‘R’Kids welcomes positive family involvement and assists meeting the needs of every child to obtain a successful early childhood education.

Marcia and Kevin Slattery acquired this franchise on March 26, 2004 and are active in the administration of the Center. Personally, we have been married for thirty-seven years and have raised our three daughters and currently enjoying our growing family inclusive of six grandchildren. Prior to KidsRKids, Marcia’s background was in administrative management of a family oriented business and Kevin’s was in financial management. We both spent years of actively participating in our children’s extracurricular events and education.

## **Purpose of this Handbook**

This handbook was developed to answer many of the commonly asked questions that children and families may have during the school year. The handbook contains information about child privileges and responsibilities. Therefore, families and children are responsible for knowing its contents. Please take the time to become familiar with the handbook and keep it accessible for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

KidsRKids reserves the right to interpret the content of the handbook, including the rules and regulations governing the conduct of students and parents. This handbook is not a contract, nor is it intended to be construed as such. Our school reserves the right to modify and/or amend the content of this handbook at any time during the year as we deem appropriate.

**If you have any questions about the handbook or any of its policies, please contact the Owners or Directors.**

## **Equal Opportunity**

KidsRKids does not discriminate on the basis of race, color, religion, national origin, sex, citizenship, handicap or disability or any other legally protected status in regards to admissions or in the administration of its educational policies and administered programs.

KRK makes its programs and services accessible to individuals with disabilities. KRK will consider requests for accommodation and will attempt to provide reasonable accommodations to qualified students with mental or physical disabilities, to the extent that such a request does not cause a fundamental alteration to KRK's programs/curriculum and to the extent that it does not create an undue hardship for KRK.

The first step in requesting an accommodation is to provide the Center with documentation of the condition from a qualified professional, such as a physician, psychiatrist, or psychologist. Upon receipt of such documentation and recommendations, we will communicate with the family in an interactive process to obtain additional information or discuss the circumstances related to the request.

## **Communications**

We welcome family input and encourage you to visit your child's classroom and speak with your child's teachers. We have an open door policy at KRK and families are encouraged to get involved in their child's classroom.

If you would like to request a conference, please call during school hours to set up a mutually convenient time.

On a daily basis, please be sure to read any posted correspondence that is sent home with your child, posted on classroom doors, the sign-in computer, etc. Be sure to check your child's cubby box and classroom folder daily for messages, daily reports and artwork. Notices and messages sent by you should be written and submitted to the front desk staff.

Infants through five year olds will have a daily report completed by the classroom teachers to relate the day's events specific to your child.

There are daily opportunities to get involved in your child's day. One of these opportunities is to come and have lunch with your child in our Kids Café. Many additional activities will be provided to encourage interaction between families, teachers and children such as carnivals, parent's days, holiday parties and age appropriate field trips.

We welcome any questions and suggestions. If there are family situations that might impact your child, please discuss them with your child's teacher and the Administrative Team (Owners and Directors). Remember that any information regarding a personal issue is kept confidential and we are glad to help whenever possible.

### ***Role of Families or Other Caregivers: Our General Expectations For You***

The relationship between families and KRK staff is vital to the success of a child's experience. A partnership must be formed the first day, with open communication and understanding that the development and the growth of the child is our top priority.

Families can assist and help ensure a smooth transition by doing the following:

- Sign children in and out at the front desk and then escort them to their designated class.
- Supervise your children at all times while escorting them inside KRK and in the parking area.
- Drive safely and ***slowly*** through the parking lot.
- Have all forms completed promptly (we will be sure to check on you!).
- Update forms, as needed, when changes occur (i.e., new phone number, address, etc.).
- Keep staff informed of special changes that might affect your child's health or behavior.
- Notify KRK on days your child is ill or will be absent.
- Notify KRK if you will be later than usual picking up your child.
- Provide a change of clothes marked with your child's name. *(This request is for all ages. Our school is not responsible for the lost clothing. Please change clothing seasonally to accommodate the changes in weather and the growth of your child.)*
- Children should be dressed properly for the weather and play.
- Do not allow children to bring in toys.
- Participate in the school's special activities as your kids will thoroughly enjoy it!
- Ask questions, make suggestions or address concerns as they arise.

### ***Problem Solving or Grievances***

The nature of your concerns or issues will determine the person at KRK that you need to contact first, as explained below:

**Billing Questions:** Contact a member of the Administrative Team to help..

**Checking On Your Child's Day:** Call 636.272.4488 and you will be transferred to your child's class. Also, log on to the WatchMeGrow internet viewing system to view your child.

**Concerns with Your Child's Center, Classroom, or Teacher:** Talk directly with the teacher or if preferred, our Administrative Team to keep an open line of communication and work together to solve issues. You are also welcome to speak directly to the Administrative Team or send us an email at kidsrkidsmo1@yahoo.com

**Harassment, Bullying or Hazing:** Please contact a member of the Administrative Team immediately if you believe you or your child is a victim of harassment, bullying or hazing or any other serious misconduct.

**Ideas and Suggestions:** We are always open to your input. Our goal is to team up with our families to make Kids'R'Kids the best preschool it can be.

If we do not know of your concern or problem, we cannot help resolve it. So, please contact us immediately if you have any concerns or issues.

### ***Web Page***

The School's official website is [www.kidsrkidsofallon.com](http://www.kidsrkidsofallon.com).

### ***Facebook***

We continuously post information on our Facebook pages to help keep our families up to date and involved. We have two separate Facebook pages.

Our private Facebook page is <https://www.facebook.com/kidsr.kidsofallon>. Our private page is where we will be posting the photos of the children and any upcoming events that will be taking place at the center. On the private page we have the ability to add you as friends however we do not allow tagging of anyone for safety concerns. We will also use our private page to list any school closings due to inclement weather.

We also have a business page, by searching Kids R Kids O'Fallon. Please visit this page and like us to enter into different contest and have access to our posts.

## **Classroom Experience**

### ***Accredited Curriculum***

Educational priorities are well defined at Kids'R'Kids. Our comprehensive curriculum materials are designed specifically for each stage of development and is accredited thru AdvancEd.

Our accredited curriculum establishes a solid foundation for educational growth beginning with a child's first day. Each of our curriculum programs is research-based and includes developmentally appropriate activities.

We continue to educate children through the preschool years and beyond with theme based, academically stimulating, hands-on activities. We provide teachers with the curriculum materials they need to create a positive learning environment that will challenge children and move them toward mastering new skills. As your children continue through our preschool and into kindergarten, it is our goal that they are among the best prepared in attendance!

### ***Infant through Two***

Taking care of infants is demanding but rewarding and we recognize that each infant has individual needs. We believe that once a trusting relationship is built, teachers can better assist children in reaching developmental milestones. In a warm, loving atmosphere based on trust and

respect, our staff can provide for these needs. In aiding with this transition, our student to teacher ratio is four to one to provide each child with the attention they deserve.

We recognize that physical separation from baby and family is always difficult. KRK strives to help families and children experience a calm transition of physical and emotional separation through our safe and loving environment. We encourage families to take the time they need to make this separation as smooth as possible and to let us know how we can support in the process.

As infants turn into toddlers, they will move from floor based activities to crawling, standing, walking and running. In time they will accept our structured program inclusive of napping, eating in high chairs to small tables, and grow into our curriculum.

### ***Two's***

Two year olds are naturally curious and building off this natural curiosity, children are given the opportunity to explore their world safely. Children are encouraged to develop their self-help skills, such as feeding themselves and be aided in toilet training. Each child is treated as an individual during this important time as a way to help them develop their independence and self-management skills. The teacher to child ratio in this age group is one to eight.

### ***Three through Five***

The concept that children learn best through play is reflected in the environmental design of each classroom. Our daily schedule helps children feel secure and independent as they anticipate activities and the opportunity of making choices on an individual basis. The teacher to child ratio in this age group is one to ten until the entire "Penguin" classroom is aged five where it may be one to sixteen.

### ***Kindergarten through Fifth Grade***

At our School we understand the changing needs of older children and their families. A variety of programs are available: before and after School, school holidays, holidays, and summer camp. Each program is designed to allow for free choice as well as teacher-facilitated activities. Children are encouraged to increase their knowledge, develop as individuals, and expand their social skills. The teacher to child ratio in this room is one to sixteen.

## **Admission And Related Processes**

### ***Enrollment Process***

Families are encouraged to have their children with them the first time they visit KRK. It is important that the child and the parent feel absolutely comfortable with our staff and the facility.

To reserve space in our program you must submit preliminary information to us as well as the non-refundable registration fee and first week tuition. Amounts of all fees are found on our fee schedule. Prior to your first day, an entire enrollment package will need to be fully completed.

### ***Age Ranges of Children Accepted***

We accept children aged six weeks through twelve years of age. As mentioned in our policies, we will make our best efforts to assure that our program can effectively meet the needs of all our students within our classrooms. Should KidsRKids feel as though your child or family cannot adapt to our standards, we will reserve the right to disenroll children and/or families from our program.

### ***First Day***

Prior to or by your child's first day at KRK the following forms must be completed, signed and reviewed by the administrative staff:

- Enrollment Application
- Immunization Report
- Health and Emergency Form
- Emergency Information Card
- School Transportation Form (if applicable)
- Infant Information Form (if applicable)
- Acknowledgement of Receipt of Family Handbook
- Acknowledgement Forms Found in the Enrollment Pack

No child may continue enrollment at KRK for more than 30 days without a current immunization report. Please alert the administrative staff of any allergies or special dietary requirements prior to your child's first day.

If the information in these forms changes during the child's enrollment, families are responsible for notifying the school in writing of the changes. This includes but is not limited to phone numbers, emergency contacts, work locations, or child's physician.

### ***Admission and Re-Enrollment***

Admission and, as applicable, re-enrollment, is dependent on the following:

1. All deposits, registration and other required forms, must be submitted and completed. Any false or misleading statements made or any falsified documents submitted shall be grounds for denial of admission or immediate dismissal.
2. All financial obligations must be met in a timely manner.

Occasionally, formal acceptance may be given on a probationary basis. In such case, the Administrative Team reserves the right to revoke acceptance or to dismiss a child at any time.

### ***Financial Policies & Registration Fees***

- **New Families** The annual registration fee and first week deposit is due as the student is accepted based on admission requirements. This annual registration fee is \$50 per families with one child and \$75 for multiple child families and is payable after notification of the



child's acceptance. The first week deposit is dependent on anticipated fees per the age of your child.

- These fees and deposit are non-refundable unless admission is denied.

These fees serve to insure your child's placement in addition to covering the costs of processing the application for admission, supplies and educational materials. If space is not available at the time of registration, your child will be placed on our waiting list. We will contact you when space becomes available.

### ***Tuition and Other Fees***

Tuition includes care, educational programs, internet viewing, snacks and lunch, etc.

Family discounts include a 5% discount for the oldest sibling when there are two children and for families of three or more, a 10% family discount.

Tuition may be paid weekly, bi-weekly, semi-monthly or monthly in advance with no deductions for absence, holidays, or days KRK is closed for inclement weather. Tuition is due Friday for the upcoming week. If the tuition and fees are not paid in full by close of business the following Monday, a late fee may be assessed and the child may be subject to dismissal. Monthly tuition is calculated by fifty-two weeks divided by twelve months multiplied by the appropriate weekly rate.

Families will be notified of any changes in tuition within four weeks of the change. We reserve the right to change tuition and/or program fees and those changes will be effective on or around January 1<sup>st</sup> of each year. Any additional services such as late pick-up, field trips, etc. must be paid the same day the services are rendered.

When a child has transitioned full time into an older classroom the new tuition rate will become effective on the first Monday in the older classroom.

No portion of your weekly paid outstanding tuition will be refunded or canceled in the event of absence, withdrawal or dismissal from KRK. Should it become necessary to withdraw your child for any reason, a two-week written notice must be given to the administration. We reserve the right to dismiss any student at the discretion of KRK's Director's or Owner's.

If your child is enrolled full time Monday through Friday, including School Age, you may take one week of vacation (half off weekly tuition) after six months (two per calendar year). The week vacation must be taken 5 consecutive days (Monday through Friday). Vacations can not be carried over the next year.

We will be closed the following holidays: New Year's Day, Memorial Day, Labor Day, Independence Day, Thanksgiving Day, the Friday following Thanksgiving Day and Christmas Day. If one of the above mentioned holidays is on a Saturday, we will be closed that Friday. If a

holiday falls on a Sunday, we may be closed the following Monday. We also close early on Christmas and New Year's Eve's (please look for notices of those times).

### ***Before- and After-School Care Fees***

Before and After School Care is available for all children attending certain local public and private elementary schools. We provide transportation using Kids'R'Kids school buses equipped with seat belts. Fees for this program vary according to the school calendar. Please check with the front desk staff for additional fees regarding school holidays, early-release days and seasonal breaks. Staffing for any school age care is based on Fort Zumwalt's school schedule as these schools include the majority of our students.

### ***NSF Charges***

If your check is returned for any reason, an NSF (Non-Sufficient Funds) charge will be applied to your account. This will be due in addition to any late charges prior to the beginning of the next week.

### ***Withdrawal***

Families are responsible for initiating the child withdrawal process. Families will need to discuss with an Administrator who will note the withdrawal and notify the family of any outstanding financial obligations to be met. Again, we request a minimum notice of two weeks.

### ***Dismissals***

The staff will work with each child to meet the needs of that child and every effort will be made to provide a positive learning experience.

However, KRK reserves the right to ask families to make alternative arrangements for care if it is determined that a child's needs cannot be met or the child has not adjusted to group care provided by KRK. In the event behavior becomes disruptive to the program or poses an unsafe situation for the child or other children in the school, alternative arrangements may be required.

A dismissal will only be considered after careful consideration. If KRK determines that our program is not a successful match, families will be given referral information to assist in the transition to a program better suited to the family's needs.

If you, the parent, are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to follow any state or county regulations, or fail to follow any Kids'R'Kids Policy or Procedure, it may be necessary to dismiss your child from KRK.

## **Attendance**

### ***School Hours***

KidsRKids is open Monday through Friday, 12 months per year, from 6:00 a.m. until 6:00 p.m. Please refer to the tuition fee schedule for holidays KRK is closed, as they may change from year

to year. Since we are licensed only for specific hours of operation, no early drop-off or late pick-up can be allowed.

### ***Arrival***

We recommend all children arrive by their classroom's morning group time. Morning activities usually begin at this time and this will help your child to be a fully participating group member. All children must be escorted into a classroom by an adult. **Upon arrival into the classroom, we ask that you wash your hands as well as your child's hands. This will help us minimize the spread of illness and removal of allergens.** Your child's arrival must be acknowledged by the classroom teacher before you can leave your child.

### ***Departure***

To pick up a child from KRK, an adult must come into the building, sign the child out, let the teacher be aware of your presence and escort the child out of the building. The family or guardian must supervise their child at all times after leaving the classroom, both inside the building and in the parking area. **If someone other than a family member is picking up a child,** they will be asked for a picture ID to match the person to the name given by the family.

### ***Late Fee***

If you will be late arriving to KRK for pick up, please call and notify the administration. There is a charge of \$1 per minute after 6:05 p.m. If children are left at KRK one hour after closing and no attempt to contact the school has been made, legal authorities will be contacted.

### ***Inclement Weather***

KRK takes into consideration several factors when making a judgment as to whether we will open late or close early due to inclement weather. We do our own assessment of the conditions including local authority recommendations, local road conditions and forecasted temperatures. Please call KRK, check our Facebook page, KidsRKids O'Fallon (you MUST be a "friend"), your email account, and view KMOV and KSDK for announcements about closings due to inclement weather or other unforeseen circumstances.

We rarely have late starts or closures as we understand the importance of parents requiring care as related to their own jobs. We do make every possible attempt to begin on time but must also be cognizant of our own employee's safety in traveling to our workplace.

## **Health and Safety**

### ***General Safety Statement***

All of the policies, rules and regulations presented in this handbook are designed to make the time your child spends at our school safe and rewarding. We have taken a number of steps to promote the safety and protection of your child while in our care. They are as follows:

- All exits and entrances are locked and only accessible by administration providing entrance into the Center.

- Classrooms are surrounded by tempered glass walls for easy viewing.
- Frequent observations of the classrooms are performed by the administration.
- All common areas of the school are able to be viewed via the closed-circuit internet camera system which is password protected.

### ***Classroom Safety***

KRK is located in an area which is free from conditions which are deemed hazardous to the physical and moral welfare of the children. Our school provides equipment and furnishings that are child-sized, sturdy, safe and in good repair. Teachers are responsible for the set-up of their classroom. It is part of their daily routine to wash and sanitize toys and furniture and to watch for and eliminate any hazards present in the classroom. Teachers are provided with guidelines as to what equipment and toys should exist in each classroom.

### ***Playground Safety***

A safe, age-appropriate outdoor environment is provided for our children. The following rules are enforced for indoor and outdoor play areas:

- When a class has outdoor time, all children must stay with their class.
- Teachers will supervise the children on the playground at all times.
- In case of an accident, one teacher may bring a child in for first aid.
- At no time will the class be left on the playground without appropriate supervision.
- The administration and the teachers will inspect the playground daily and report any unsafe conditions immediately.

### ***Sick Policies***

Our ultimate goal is to provide a place where your child can learn, develop and have fun in a safe and healthy environment. The school is not equipped with the staff or facilities to care for sick children for an extended length of time. We depend on you to assume care for your sick child. The following guidelines for excluding children help us to keep many communicable illnesses out of our facility and thereby maintain regular attendance from the majority of the children and staff.

A child will be excluded from the classroom and comforted in the “Boo-Boo Room” by a member of our administration while the family members are contacted to pick up within an hour in the event of:

- Fever of 100 degrees or higher
- Diarrhea episodes of more than two in a day
- Skin rashes that are not diagnosed by a physician’s note
- Vomiting episodes of more than one a day
- Nose drainage that is thick and green or excessive for the comfort of the child
- Eye drainage of any type accompanied by red eyes or mucus crusted around the eyes
- Pink eye or symptoms similar to those of pink eye
- Chicken pox or measles sores are suspected
- Scabies systems are suspected

- Respiratory problems including uneven breathing or severe coughing with wheezing or croup
- Sore throat, especially if swollen glands are suspected
- Strep throat symptoms are suspected
- Head lice or “nits” are found
- Appearance or behavior is unusual and the teachers agree that the child is not feeling well enough to participate with the rest of the class including lack of appetite, confused or irritable
- Unusual color is noticed in the child such as jaundiced eyes or skin, pale in the face, stool or urine is an unusual color

All of these conditions will require a twenty-four hour exclusion from the center or a doctor’s note for the child to resume their normal attendance schedule. Children must be completely fever-free for 24 hours without the aid of medication before returning to school.

If your child becomes ill at the center, we will contact you and isolate your child from other children in the Boo-Boo Room until she/he is picked up from KRK. If your child is absent, please contact us and let us know the reason. We will need this information to prevent the spread of contagious disease in the facility.

### ***Infectious Diseases***

If a child or staff member is diagnosed with an infectious or communicable disease, you will be notified by email and a sign on your child’s classroom door. The sign will contain the name of the disease, the date it was diagnosed, and any symptoms that would alert you to the presence of the disease. It is your responsibility to report to KRK any infectious or communicable disease for which your child is diagnosed.

### ***Medication Policy***

- Complete the medication form, available at the front office.
- We require that families provide a signed authorization including administration and dosage procedures for each medication to be administered. Any potential adverse reaction to the medication must be listed on the authorization so that the child can be properly monitored and families notified accordingly. This authorization must be updated as required.
- We do not permit giving non-prescription, over the counter medication or topical, non-medical ointment, repellent, lotion, cream or powder without:
  - Written authorization from the child’s family and written doctor’s authorization and instructions stating:
    - The child’s full name
    - The name of the medication or the prescription number
    - The amount and frequency of dosage
    - The name of the prescribing physician
    - The date the instructions were signed by the physician
- Over-the-counter medicines must be in their original containers and non-expired.
- Medicine is scheduled to be administered at 10:00 a.m. and 2:00 p.m. by a member of the administrative staff and no more than twice a day by KRK staff.

- Special circumstances requiring the administration of additional medications must be discussed with KRK.
- We will not accept a Medication Authorization Form that states the medication to be given “as needed.” Parents must indicate the exact conditions under which the medication should be given.
- Only ONE medication can be listed on each Medication Authorization Form.
- If your child receives an antibiotic from his/her doctor that specifies a 2 times per day dosage, those doses should be administered both before and after school. If the antibiotic should be given 3 times per day we will gladly include it in our afternoon medications. Please note that antibiotics must be given at home for 24 hours prior to your child returning to school.
- Prescription medication must be in its original container bearing the pharmacist’s label.
- All medications must be dropped off and picked up at the front desk, each day. These medications will be stored in a locked secure area inaccessible to the children. Medication may not be transported to the classroom by families. **NO MEDICATION MAY BE PLACED IN THE CHILD’S BAG OR TAKEN INTO THE CLASSROOM FOR ANY REASON.**
- All medication must be taken home daily to ensure proper family control.
- Exceptions to this rule are life-saving medications such as breathing treatments. Any child needing these types of medications administered will be placed on a “Care Plan” developed by the child’s family, a medical expert, and KRK’s administrative team. Any “Care Plan” currently in use will remain so until renewal time (at least every 6 months).
- Children are not allowed to bring any type of medication to KRK to administer themselves.
- Thank you for adhering to this policy to ensure the health and safety of all children.

### ***Emergency Medical Care***

Each child, upon enrollment, must have emergency care information on file. It is the family’s responsibility to keep this information current. In the case of a medical emergency, you will be notified immediately.

If warranted, emergency medical personnel will be contacted to provide transportations to Progress West Hospital as specified on the Health and Emergency Information form. If possible, a member of the School administration or the child’s teacher will accompany the child.

### ***Immunizations***

KRK must have on file the Immunization Records for each child with specific dates recorded. These forms are obtained from a private physician or the local Health Department. The immunizations must include:

- a series of 5 DPT doses (age appropriate)
- 4 doses of polio (OPV)
- 2 doses of measles, mumps, rubella (MMR) (age appropriate)
- Completed 3-shot hepatitis series
- a series of four HiB (age appropriate)
- a series of four PCV (age appropriate)

- a series of three RV (age appropriate)
- Varicella (chicken pox) shot
- All forms must be dated and signed by a physician before the child's first day of School.

No child will be allowed to attend without required immunizations.

### ***Accident Reports***

Staff members may apply simple first aid at KRK for minor injuries such as cuts, abrasions, bruises and insect bites. If any of these occur and first aid is administered, a " Boo-Boo Report" will be completed. This report will state the nature of the injury, the cause and the treatment. It will be signed by the teacher who completed the report, a member of administration and the family. The school will then log the incident in the child's file. If an accident is caused by or involves another child, that child's name cannot be given out and will not appear on the report. Families will be notified immediately if a child receives any injury other than a minor one.

### ***Reporting Abuse and Neglect***

In the event a trained staff member feels a child has been abused or neglected, that staff member has responsibility and legal mandate to report his/her suspicion to KRK Administration. At that time the administration will determine if the suspected abuse or neglect is accurate. If the administration then feels that the suspicion is founded, they will contact social services to begin to a formal investigation. All activity will be documented, including the initial report by the staff member. The staff member may choose to remain anonymous.

All allegations of abuse or neglect will be received by the state agency overseeing child care as well as Kids'R'Kids International, Inc. The county department of social services will determine if an investigation is needed within the 24 hours of the complaint. Even if the county department of social services determines the allegation does not warrant investigation, the complaint shall be investigated by the state child care service and Kids'R'Kids International, Inc.

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the school's mandatory reporting obligations, please consult the Administrative Team.

### ***Reporting of Accidents and Hazards***

All accidents, including those which do not involve serious injury, must be reported immediately to the Administrative Team by the staff member. Only through full knowledge of accidents can we strive to maintain a safe and healthy place.

Immediately report any unsafe conditions, defective equipment or other hazards to the Owner. Children are expected to assist in maintaining safe conditions. Safety is a state of mind and requires constant vigilance and common sense. Safety is everyone's responsibility.

### ***Emergency Procedures***

If an emergency situation develops such as severe weather, fire, physical problems with the building, or power failure, the children's safety is our first concern. Evacuation route diagrams are posted throughout the facility.

KRK is equipped with a fire alarm system, a sprinkler system, fire extinguishers in each room, and a weather alert radio.

Fire drills are performed on a monthly basis and all staff members are instructed on proper tornado procedures. In the event of a natural disaster such as a hurricane, snow storm, etc., the families will be notified as soon as possible to pick up their child. If the family cannot be reached, the emergency contact will be called (this person should be local to the School).

An Emergency and Evacuation Plan for our center is on file and available for parents.

### ***Boo-Boo Room***

The Boo-Boo Room is located in the lobby, near the front desk, for any child needing to be removed from the classroom due to illness or a minor injury needing first aid. This room provides a safe, healthy environment for the child while families are contacted. The room is completely sanitized after each use.

## **Child Conduct**

### ***Basic Expectations***

Our discipline policy at Kids 'R' Kids is built around our understanding of child development. Our goal is to allow each child to find and develop their own personal self-management skills. As teachers and staff, we offer children choices so they feel confident in their ability to gain self-control. We use positive behavior management techniques such as positive phrasing and "I" statements as ways to further develop self-discipline. In situations where children are having a difficult time managing negative emotions, they may be removed from the over-stimulating environment to a quiet area where a teacher or member of the administrative staff can work one-on-one to resolve the situation. If a child continues to have a difficult time, parents will be notified and a team meeting with the family may be requested. This meeting will consist of the team developing a plan of action to best meet the needs of the child and the family.

### ***Discipline***

Praise, positive reinforcement, and redirection are effective methods for the behavior management of children. When children receive positive, non-threatening, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy taken from the Kids 'R' Kids Parent Handbook and the NAEYC Code of Ethics.

At Kids 'R' Kids we use a method of 'redirection' to guide children toward appropriate behavior. If a child is engaged in behavior that is not conducive to a safe and happy learning environment,



the teacher will “redirect” the child toward appropriate behavior. Should this approach not be successful, “time-outs” are used.

“Above all, we shall not harm children. We shall not participate in practices that are disrespectful, degrading, dangerous, exploitative, intimidating, emotionally damaging, or physically harmful to children.” (NAEYC Code of Ethics – Principle-1.1)

### ***Child Behavior***

Children will be subject to disciplinary action up to and including immediate dismissal for:

- Abuse or damage of school property
- Bullying/Harassment/Hazing
- Committing a serious breach of conduct inside or outside of the School
- Disrespect
- Disruption of school functions
- Fighting
- Lewd or obscene behavior
- Possession or sale of tobacco, alcohol, drugs, or drug related items
- Possession or use of a weapon
- Profanity or vulgarity
- Sexual or other misconduct
- Stealing
- Threatening behavior
- Verbal or physical assault
- Willful disobedience

### ***Biting***

KRK understands that occasional displays of aggression, like biting, are typical in young children and are part of normal early childhood development. Repeated incidents of biting will not be tolerated. Our objective is to ensure that our school maintains the highest level of safety within our environment and our staff members respond appropriately to aggressive behaviors.

The school requires all families of children under 3 years old to review the guidelines outlining how our staff will handle a biting incident. Our Biting Policy is available for your review.

### ***Harassment, Bullying Or Hazing***

KRK is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, we will not tolerate any type of harassment, bullying or hazing.

Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, national origin, citizenship, or disability.

Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, name-calling, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others). The school also prohibits cyber-bullying (creating websites, instant messaging, e-mails, text messaging, using camera phones or other forms of technology to engage in harassment or bullying).

Any of these types of offensive conduct can create an uncomfortable learning environment.

All concerns relating to harassment, bullying or hazing should be reported immediately to the Administrative Team. When KRK administration becomes aware of harassment, bullying or hazing, the situation will be promptly investigated. Any child found to have violated this policy will be subject to disciplinary action, including immediate dismissal from KRK. No retaliation or adverse action will be taken against any person who makes a good faith report of harassment, bullying or hazing.

### ***Drugs, Alcohol, Tobacco***

Although it should go unstated, children must abstain from the use or possession of alcoholic beverages, illegal drugs, or tobacco products, both on and off school property. In the event that the school becomes aware of a child's involvement in any of the above-mentioned activities, the Administrative Team will determine appropriate action, which may include substance-abuse testing, treatment, suspension, or expulsion.

**Consequences:** In addition to determining the appropriate disciplinary action pursuant to the School's Discipline Procedures, KRK reserves the right to impose additional or different requirements as appropriate for the circumstances in its sole discretion.

### ***Threats/Weapons***

KRK has a zero-tolerance policy in regard to threats and weapons. The possession of dangerous weapons, such as guns and knives, or the display of any item that may be perceived as threatening, whether on or off school property, may be cause for immediate dismissal. Similarly, threats will be addressed as a serious issue. KRK will determine the appropriate consequences depending on the circumstances.

### ***Searches***

Admission to our school is conditional upon consent to searches by KRK administration. Refusal to comply with a request for permission to search a child's possessions may result in suspension or immediate dismissal of the child.

### ***Family Cooperation***

A positive and constructive working relationship between KRK and its families is essential to the fulfillment of our educational purpose. Thus, KRK reserves the right not to extend the privilege of enrollment or re-enrollment to a child if the school reasonably concludes that the actions of the child's family make such a positive and constructive relationship impossible or otherwise seriously interferes with the school's accomplishment of its educational purpose. Moreover, KRK reserves the right to expel a child at any time if, in the judgment of the Administrative Team, conduct of anyone directly associated with the child, including but not limited to the child's family, in or out of the school, is not in keeping with our accepted standards or principles. There will be no refund of tuition where such enforced withdrawal occurs and any unpaid balance is payable in full according to the terms of the child's enrollment contract.

## Other General Policies and Procedures

### *Confidentiality*

Information pertaining to the children and families enrolled at KRK and the staff employed at the school is considered confidential.

To set up play dates or send party invitations, etc., families often ask for the phone numbers and/or addresses of other children at KRK. We will happily pass notes or messages from you, but we cannot release confidential contact information.

### *Diapering*

Children are checked at scheduled intervals throughout the day and changed at the first sign of wetness or soiling. No child is knowingly left in wet or soiled clothing. For children who wear diapers or toilet training pants, each family must provide an ample supply for each day/week. We do not supply these items and families will be notified if a child is running low on supplies.

### *Field Trips*

Classes may plan field trips during the year to acquaint children with community resources and to provide educational experiences that will enhance classroom-learning activities. **A signed participation and release form is mandatory for field trips. A child will be unable to attend a field trip unless a signed field trip form is received from a parent or guardian.** A participation and release form will need to be signed at the front desk for each field trip the child is scheduled to attend. Parents and/or grandparents are welcome to attend.

Children scheduled to go on a field trip will wear a Kids'R'Kids t-shirt and a bracelet identifying the child as a student of Kids'R'Kids. A child may be checked out from a field trip as long as the family has notified the Administrative Team. This policy is to help the staff keep an accurate count of the children.

There are some occasions that a peanut-free sack lunch will be required for you to provide your child on field trip days.

Classes will use the school's bus for trips unless another means of transportation is authorized by the Owners.

### *Lost and Found*

All items turned in to the Lost and Found will be held for seven days. If not claimed, they will be discarded or donated to a charitable organization.

### *Meals and/or Snacks*

KRK will provide a nutritious lunch every day along with a snack in the morning and afternoon. Meals and snacks served at our school comply with the Meal Patterns for Children in Child Care Standards which are based on the recommended nutrient intake judged by the National Research Council to be adequate for maintaining good nutrition. Breakfast is served from 7:15am until 8:00am as you wish for \$1.50 daily.

We are a nut-free center. Absolutely no peanut products may be brought into our school. This includes food products that include nuts or were processed in a factory containing nuts.

- Infants

A written feeding plan for children under twelve months of age must be completed and submitted by the families. This plan should be updated on a monthly basis as new foods are added or other dietary changes are made.

All baby bottles (including the cap) must be clearly labeled (we will be glad to print labels for you) with the child's first and last name and current date. Formula or expressed milk must be brought in appropriate amounts for feeding. Any milk warmed must be used within an hour or it will be discarded.

Dry cereal and unopened jar food may be left at the school until consumed. Infant food must be commercially prepared and unopened. These jars must be labeled with your child's first name and last name. We are unable to accept any food jars which have already been opened. Please bring in foods that have been tried at least two times at home in order to protect against food allergies.

- PreSchool

Meals and snacks are provided by KRK and are posted in the Café and our published menu found in the lobby. Mealtime is seen as a part of the learning process. Children are served in the Kids Café and are encouraged to display proper table etiquette. They are also encouraged to taste all the food that is served but are not forced to eat anything. At no time is food withheld as punishment.

- School-Age

Children enrolled in our Before and After-School program will be served an afternoon snack while in our care. Lunch is also provided if the school-age child is present during lunch time (summer and school holidays, etc.).

- Allergies and Special Diets

A weekly menu is posted in the Kids Café including all food that will be served for snacks and meals. Any special diets for food allergies, not available by the school, must be provided by the family and accompanied with a physician's note. This includes children who prefer water or juice instead of milk during meals. No tuition discount is given for food brought in by families. No food shall be brought in for your child or the class without prior approval from the administration.

### ***Naptime***

All younger children are required to have a quiet time following lunch and are encouraged to sleep during this time. Children who fall asleep will be allowed to sleep until the end of the rest period, as designated by the daily schedule. Children may bring a small item to comfort them and help them rest. The item, including pillows, must be small enough to fit into their “cubbies” and we request you take them home for laundering each weekend.

### ***Personal Belongings***

Upon enrollment in our program you should bring the following for your child:

- At least two complete changes of clothing appropriate for the weather with each item labeled with the child’s name or initials, including socks and underwear.
- A supply of disposable diapers for children who are not yet toilet-trained.
- You may bring a lightweight blanket or soft toy for rest time that is labeled with the child’s full name.
- Any prepared food for infants or toddlers who are not yet able to eat items listed on the weekly menu.
- All children will be outside during the day, weather permitting. Please make sure your child has adequate clothing for outside play. (This includes back strapped shoes only. No flip flops will be allowed at school.)
- If your child is too sick to go outside, a physician’s note explaining the reason should accompany the child before the exclusion is accepted.

### ***Pets***

Because of health and safety concerns, pets may not be brought to KRK without the Administrative Team advance consent. When picking up or dropping off your child, please keep pets in the vehicle.

### ***Photo Release Policy***

Upon enrollment, you will receive a copy of our Photo Release Policy to read and sign. Many pictures will be taken in your child’s class and throughout the school during the time that your child is our school. Other families and teachers may take snapshots of parties and special events within the program. If for any reason you do not want your child photographed, please acknowledge on our “KidsRKids Media Release” form provided at time of enrollment.

### ***Prohibited Items***

The following items should not be brought to the School by children:

- Cell phones
- Money
- CDs, DVDs, iPods, PS2s and similar items
- Cameras and video cameras
- Skateboards
- Electronic games
- Inappropriate reading material
- Any other items that would distract from learning
- Chewing gum or candy

### ***Safeguarding Valuables***

KRK will not be responsible for lost, stolen or damaged valuables.

### ***Special Events***

Arrangements should be made with the teachers regarding a birthday or holiday party. If you are bringing a special snack to the class, they will be served in addition to snack/meals required by the general nutrition policy, and they must be purchased from the store and have an ingredient label. No home-made food will be accepted for school parties due to possible food allergies present in the classroom. If any children in your child's classroom have an egg allergy, cake cannot be served. Please ask for **an approved list of snacks** to celebrate your child's event to honor our nut free policy.

Holiday parties will take place in the classroom throughout the year. Generally a note is posted to notify families of an upcoming party and many times families are asked to volunteer to bring food or drink. If at any time you object to a party for religious or other reasons, please notify your child's teacher as soon as possible so we can make arrangements to otherwise care for your child during that time. We will assume that all children can participate unless notified to the contrary.

### ***Toilet Training***

When you believe that your child is ready to begin toilet training, please discuss this with your child's teacher. We will assist by encouraging your child to visit the toilet between diaper changes. With the first signs of success, we will recommend that you send your child to school in training pants. Because toilet training can result in many soiled clothing items at school, please be sure your child comes to school with several (two to three) changes of clothing. Be sure extra clothes are appropriate to the present season and are labeled with your child's full name. All soiled clothing will be sent home the same day for laundering. KRK is prohibited from laundering any child's soiled clothing within the school's laundry.

### ***Toys***

KRK provides many toys for the children's learning centers. Therefore, we request that toys not be brought from home. Please note this does not include special transition objects such as blankets or other security items to which your child is significantly attached.

### ***Transportation***

Transportation for school aged children and/or those on field trips is provided to and from the school only with parental permission. The Kids'R'Kids transportation forms must be signed once a year. Field trip forms must be signed before each trip.

If we take your child to school in the morning, then we will pick up your child at dismissal time unless otherwise notified. If we do not take your child to school, then we assume that she/he is not absent and we will expect to pick up your child. You must notify us each time your child does not need transportation to or from school when we normally provide this service to you.

Please have your child at Kids'R'Kids as we require. The times we leave for each school may be obtained from an Administrator.

***Visitors and Volunteers***

Families and visitors are welcome at KidsRKids during school hours while their child is present. Families and visitors **must** first report to the staff at the front desk before visiting any class or any other location on school property during school hours. Families who want to help in the classroom, Kids Café, playground or during field trips are asked not to bring siblings or other children with them.

## Acknowledgement and Receipt of Family Handbook

The registration of a child is considered an understanding and acceptance, on his/her part and on the part of his/her families or guardians, of the terms and conditions of the Family Handbook and all of our school's rules and regulations, including KidsRKid's judgment on disciplinary sanctions or dismissal of a child.

The rules and regulations contained in this Handbook are not meant to be comprehensive. Rather, they presuppose the good will and judgment of a child in all circumstances in which he/she may find himself/herself and are subject to the school's ultimate discretion, judgment and interpretation.

Children and families or guardians are asked to familiarize themselves with all of the information contained in this Family Handbook and to sign this form.

We have read, understood and agree to abide by and honor all statements and provisions set forth in the Family Handbook or as they may be changed from time to time by KidsRKids.

\_\_\_\_\_  
Child(rens) Name(s)                      Age(s)                      Date

\_\_\_\_\_  
Parent or Guardian                      Relationship                      Date

Cc: KRK student file

**(Family Copy)**