

KidFit[®]

D **A** **Y** **C** **A** **R** **E**

Family Handbook



WELCOME

Dear Family,

We are delighted you have selected KidFit to provide care and education for your child!

Here at KidFit Daycare, we offer high-quality, safe, and developmentally appropriate care for children ages 6 weeks to 12 years. We strive to provide children with an encouraging educational experience promoting social, emotional, and cognitive development with an emphasis on physical health and wellness. Our goal is to support and nurture children with care that parents can rely on.

This Family Handbook has been written to describe our program, philosophy, policies, and procedures so that each day can be as happy and successful as possible. Here at KidFit, our goal is to be child-focused and work to support your child and your family in all the ways that we can.

Thank you for choosing KidFit Daycare! We look forward to working with you as a partner to provide the best learning experience for your child.

Sincerely,

Kari Momcilovich
Program Director

Mackenzie Greene
Assistant Director



TABLE OF CONTENTS

ABOUT US	5
Philosophy	5
Mission	5
Certification	5
Hours of Operation	5
Holidays	5
Admission & Enrollment	6
Inclusion	6
Family Activities	6
Confidentiality	6
Staff Qualifications	7
Child to Staff Ratios	7
Communication & Family Partnership	8
Open Door Policy	8
Publicity	9
CURRICULUM & LEARNING	9
Learning Environment	9
Curriculum & Assessment	9
Developmental Screening	9
Typical Daily Routine	10
Outings and Field Trips	11
Transitions	12
Transition from home to center	12
Transition between classrooms	12
Transition to elementary school	12
Transition for before/after school care	12
Special Needs and Accommodations	12
Electronic Media	13
Multiculturalism	13
Celebrations	14
Rest Time	14
Toilet Training	14
GUIDANCE AND DISCIPLINE POLICY	14
General Procedure	14
Challenging Behavior	15
Physical Restraint	15
Notification of Behavioral Issues to Families	16
TUITION AND FEES	16
Important Notice	16
Tuition	16
Registration Fee	16
Payment	17
Methods of Payment	17
DHHS Child Care Subsidy	17
Late Payment Charges	17
Returned Payments/Rejected Transaction Charges	18
Late Pick-up Fees	18
Other Fees	18
Credits & No Credits	18



ATTENDANCE & WITHDRAWAL	18
Absence	18
Vacation	18
Withdrawal	18
Transfer of Records	19
Closing Due to Extreme Weather	19
DROP-OFF AND PICK-UP	19
General Procedure	19
Cell Phone Usage	19
Authorized & Unauthorized Pick-up	19
PERSONAL BELONGINGS	20
What to Bring	20
Cubbies	21
Lost & Found	21
Toys from Home	21
NUTRITION	21
Food Prepared for or at the Center	21
Foods Brought from Home	22
Food Allergies	22
Meal Time	22
Infant Feedings	22
Children 24 Months and Older	23
HEALTH	23
Immunizations	23
Physicals	24
Illness	24
Allergy Prevention	25
Medications	25
Communicable Diseases	26
SAFETY	27
Clothing	27
Extreme Weather and Outdoor Play	27
Injuries	27
Biting	27
Respectful Behavior	28
Smoking	28
Prohibited Substances	28
Dangerous Weapons	28
Child Custody	28
Suspected Child Abuse	28
EMERGENCIES	29
Lost or Missing Child	29
Fire Safety	29
Emergency Transportation	29
FAMILY HANDBOOK POLICIES	29
FAMILY ACTIVITIES	30



ABOUT Us

Philosophy

KidFit Daycare is a brand new and locally owned center! We strive to develop a well rounded child who understands the importance of health and wellness. We believe that children thrive by doing and experimenting, so our center focuses on a very hands-on approach to learning with as much movement as possible.

Mission

To provide high quality, developmentally appropriate educational programming in a safe, nurturing, child-centered environment while also promoting social, emotional, and cognitive development with an emphasis on physical health and wellness.

Kingdom Sports Access

As gross motor development is essential to the growth and success of each child we believe it is important to provide them with the opportunity and space to move each day. In the case of inclement weather, our center has access to the Kingdom Sports Facility directly across the parking lot to give children the opportunity to expand their skills. A permission statement for participation in these trips to Kingdom Sports is included in the enrollment package.

Certification

KidFit Daycare is licensed and regulated through the State of Michigan- Licensing and Regulatory Affairs department. Our license number is DC390402830.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Community and Health Systems website at www.michigan.gov/michildcare.

Hours of Operation

Child care services are provided from 6:00 AM to 6:00 PM, Monday through Friday.

Holidays

KidFit Daycare will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

We will also be closed for two (2) staff professional development days. These dates will be released annually on our Center Calendar.



Admission & Enrollment

All admission and enrollment forms must be completed, as well as enrollment fee and first tuition payment paid prior to your child's first day of attendance.

A registration fee of \$75 per child is due at the time of enrollment and annually thereafter. This fee is non-refundable.

Based on the availability and openings, our facility admits children from 6 weeks to 12 years of age.

Our process for introducing children to our program is by first completing a tour of the center with the family. Once enrollment paperwork is completed and enrollment fee received, a start date will be determined.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

Inclusion

KidFit Daycare believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need, we will work with you to determine how we may best fit the needs of your child and your family.

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Please see the list of Family Activities at the end of this booklet.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are kept confidential.



Staff Qualifications

Our staff are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

Position Title	Education/Certification	Experience
Lead Teacher	Child Development Associate Credential or Higher	2 years
Assistant Teacher	Previous experience working in child care and early education	1 year

All staff members participate in an extensive orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by KidFit Daycare.

Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age	Child to Staff	Maximum Group Size
≤ 12 months	4 children to 1 adult	8
13-30 months	4 children to 1 adult	12
2 1/2 - 3 year olds	8 children to 1 adult	16
3 year olds	10 children to 1 adult	16
4 year olds	12 children to 1 adult	30



Communication & Family Partnership

Daily Communications. Daily notes from center staff will keep you informed about your child's activities and experiences at the center. Notes will be sent electronically through KidReports via email, text message, or the phone application.

Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, classroom specific information, faculty changes, holiday closing dates, announcements, etc.

Newsletters. Newsletters provide center news, events, announcements, etc. These newsletters will be posted on the Welcome bulletin board near the center entrance. They are also sent electronically through email.

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Family Visits. Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on premises and sign-out upon leaving.

Family Night. Family nights are scheduled on a regular basis. These nights include snacks, drinks, and fun-filled, age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences. Family & teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

The Director and Assistant Director are pleased to schedule a conference with you at any time by request.

Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants and will provide a private area for this to occur.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.



Publicity

Occasionally, photos will be taken of the children at the center for use within the center or on our website. Written permission will be obtained prior to use of photographs.

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

CURRICULUM & LEARNING

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Curriculum & Assessment

We utilize the HighScope Curriculum at KidFit Daycare which promotes creativity, confidence, and independence to ensure children are prepared for school and life. This curriculum focuses not only on teaching children the knowledge and skills important for academic, social, emotional, and physical success but also gives children the opportunity to plan their own activities and develop strong executive function and self-regulation skills that will last a lifetime.

As part of this curriculum and the Child Observation Record (COR) Assessment tool, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom. We do this to ensure that we are delivering the best individualized instruction for each child. This evaluation is communicated to families periodically during the year using various formal and informal tools, forms, and resources.

For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom.

Developmental Screening

KidFit Daycare also uses the Ages and Stages Questionnaires. To coincide with the curriculum-based assessment, we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention/treatment. The developmental screening process is a collaborative one, involving parents/guardians.



Typical Daily Routine

Infant and Toddler Classrooms:

Primary Caregiver Model

Infants and toddlers are explorers. At this young age, we group the children with the same one or two teachers every day. This approach helps infants and toddlers to feel safe and supported. The primary teacher pays close attention to each child's actions, facial expressions, sounds and words to learn about their skills, likes and dislikes. They cuddle, hold, play, and talk with children in a warm, unhurried, give-and-take manner. They take cues from children rather than impose their own ideas. These strong relationships give children the confidence to explore and experiment.

The Daily Routine is posted in the classroom each day. Check it daily to learn more about your child's day. Knowing what your infant and toddler's day was like is very important for parents. Each day, staff will give you an electronic record via e-mail/text message about your child's day.

Arrival and Departure

-Parents and staff work together to make arrival and departure times pleasant and reassuring for the child.

Group Times

-Children explore materials provided by staff, based on staff's observations of children's interests. Children are free to make choices about the materials and how to use them.

Choice Time

-Children play and explore their environment at their own pace with physical and emotional support from staff.

Outdoor Time

-Infants go outside at least two times every day, except in bad weather.
-Toddlers explore the outdoor world every day, weather permitting. They may go for short walks to Kingdom Sports as well.

Lunch and Snacks

-Each infant follows his or her own feeding schedule.
-Toddlers have lunch and snacks in a small group with the same staff.

Rest Time

-Each infant follows his or her own sleep schedule.
-Toddlers have a rest time after lunch.

Toileting Routines

-Toilet training is not done at a specific age because each child develops differently. Talk to your child's teacher when you feel your child may be ready to begin toilet training.

Preschoolers:



The Daily Routine is posted in the classroom each day. You can check it to learn more about your child's day. Each child is part of a small group of children, led by the same staff. This group is together for Small Group Time and lunch.

Greeting Time

-Staff welcome the children and share messages about upcoming special events, visitors and new materials. Messages are "written" on the message board using pictures and words, so children of all literacy levels can "read" them.

Plan > Do > Review

1. Plan: Children make plans involving choices about materials, actions and people.
2. Do: Children carry out their ideas – they do activities to achieve their goals.
3. Review: Children reflect on the experience to review what they did and what they learned.

Small Group Time

-Activities are planned by staff and are based on math and literacy experiences.

Large Group Time

-Children participate in various activities, such as music and movement, storytelling or a discussion about something important to the children in the classroom or playground.

Outdoor Time

-Outdoor play is an important part of your child's learning. Activities like running, jumping, throwing, swinging, digging and riding all promote social and physical development.
-Children will play outside for at least two hours every day, weather permitting. Children and staff may go for walks to Kingdom Sports.

Lunch and Snacks

-Children and staff eat together in a very social environment. Children serve themselves and are encouraged to make choices.

Rest Time

-Children are provided with comfortable spaces to take a rest or nap.
-Children who don't need to nap are encouraged to rest for a short period and then are given a quiet activity to do.

Outings and Field Trips

Weather permitting; we conduct up to 120 minutes of supervised outdoor play a day for all children. Children are accounted for at all times. We will also be utilizing Kingdom Sports, especially during times of inclement weather, for gross motor activities. A permission statement for participation in these trips to Kingdom Sports is included in the enrollment package.

From time to time, there will be supervised field trips, and we encourage you to join your child on the trip, if you are able. Permission slips for each trip must be signed by the child's family. Information specific to the field trip will be released to families along with the permission slip.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.



The safety of children and staff will be guarded in all activities of child care programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the childcare program as well as during field trips.

Transitions

Your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time, please share the best communication methods that the teacher may use to reach you.

Transition between classrooms

Children are transitioned to the next classroom based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program. A center-wide transition plan will be used, but we will do everything we can to ensure this is a smooth transition for your child and your family.

Transition to elementary school

Transition activities such as a field trip to a local elementary school and creating a mural of special friends and special times at our center will be part of your child's preschool education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

Transition for before/after school care

Children who are of school age may continue with before/after school care at our center. The center will provide staff to ensure that your child arrives at the bus stop for pick up (before school) and drop off (after school) in a timely manner. The Supplemental Enrollment Form must be completed and on file with the center in order to be eligible for this service.

Special Needs and Accommodations

Here at KidFit, we will do whatever we can to make sure your child's experience and your experience as a family is a positive one. We are prepared to work alongside you together as partners in your child's early education. We are more than happy to provide any accommodations or modifications that are possible to ensure that all children are able to participate in our program as fully as possible.

We work alongside the family and any specialists that are involved to develop an individualized plan for each child who has special needs or accommodations. We are able to offer meal



accommodations, physical space configurations, learning plan modifications, daily communication, and behavior plans that may best fit your child's needs. Every child is an individual so we work to get to know each child and his/her strengths and needs to best support their learning and growth journey.

Our staff members utilize the Ages and Stages Questionnaire (ASQ) approximately every six months to help them recognize any potential delays in development. These results are shared with the families at Parent-Teacher Conferences. If any delays are suspected, we can help make referrals to the proper agencies, including Early On and Build Up MI.

As long as parental permission has been provided, specialists and therapists may come into our program to provide services for your child. We will do our best to accommodate their needs for space while completing these services.

Our staff members complete training in the area of Special Needs at least annually as part of the professional development plan at KidFit Daycare. We can also plan more specific training opportunities for our staff if the need arises. Our classrooms have books which include people with differing abilities and disabilities.

Our goal is to help every child feel welcomed, accepted, and loved during their time with us. We work to create caring classroom communities that promote acceptance of all people.

Electronic Media

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice (with other activities available), used to meet a developmental goal, and limited to no more than 60 minutes per week per child.

Licensing rules prohibit any screen time for children under the age of two. This includes TV, videos, and computers.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it. We believe in making multicultural education relevant to the children in our care. This includes, learning words in multiple languages, learning basic sign language, studying cultures of our families present in our program, and reading books that reflect multiple cultures, family types, traditions, and careers in respectful and accurate ways.

Families are always encouraged to share information about their home culture with the children in our classrooms. This may include sharing a family tradition, showing family photos, or preparing a snack or meal to share with the group.



Our staff members attend training on cultural competency topics each year as part of the professional development plan at KidFit Daycare. Staff members are encouraged to build relationships with families and learn about each family's home culture so they can best care for and educate the child.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. We do take a multicultural approach to celebrations and try to make them as relevant as possible to the children in our program.

Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs. Caregivers/teachers directly observe infants by sight and sound at all times and check on sleeping infants frequently.

After lunch, all children less than 5 years of age, participate in a quiet rest time. Children are not required to sleep and may be given quiet activities after a short period of activity-free rest.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles.

Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

GUIDANCE AND DISCIPLINE POLICY

General Procedure

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

During the early childhood years, children are learning to be in charge of their own behavior. We believe in establishing consistent, easy to understand limits, and in having teachers who respond to inappropriate behavior with insight, sensitivity and skill. When clear, consistent and age-appropriate limits are present, children increasingly become responsible for themselves.



When out-of-bounds behaviors do occur, we believe it is important for children to understand why the behavior is inappropriate and how to modify it.

We work to prevent behavior problems by arranging each classroom so that children work in small groups and have a choice of activities. The range of activities will give your child the freedom and ability to experience success and become self-directed. Teachers are also trained to skillfully direct behavior along appropriate channels. Children are encouraged to verbalize their feelings in order to learn to positively work through strong emotions. Teachers act as role models and encourage children's appropriate behaviors. Under no circumstances is corporal punishment permitted. Discipline will not be associated with food, rest, or toileting. Time outs are prohibited for children under the age of 3 years old.

KidFit Daycare is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Challenging Behavior

We believe that it is our responsibility to provide children with positive guidance and in our experience most children will respond well to our approach. In the event that a child does not respond, we will notify the parents and work closely with them to develop a plan to help the child gain self-control and a positive attitude toward their peers and teachers.

Children are guided to treat each other and adults with self control and kindness.

Each student at KidFit Daycare has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.



Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. This would never be our go-to solution and would only be discussed as an option if all other options have been exhausted.

Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

TUITION AND FEES

Important Notice

All payment and fee processing will be completed by our business office. They will be in charge of collecting tuition and other fees and contacting families regarding payment issues. If you have a question or concern regarding a payment or fee, please contact the Program Director.

Tuition

Families contract for a specific weekly schedule as indicated on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year.

Each family has up to 2 weeks of tuition-free vacation per calendar year. These can only be used if the child will not be attending during those weeks. These vacation weeks must be used in weekly increments with at least 2 weeks of written notice to the business office.

No credits are given for sick days, holidays, staff training closure, or closure due to inclement weather.

Registration Fee

A registration fee of \$75 per child is paid at the time of enrolling and annually thereafter. This fee is non-refundable.



Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. **Payment is due to the business office by 6:00 PM each Friday prior to the week of care, as outlined in the *Enrollment Agreement*.**

Methods of Payment

Several methods of payment are available for families' convenience. Families can pay by cash, online credit/debit payments, and automatic electronic funds transfer. Automatic electronic funds transfers and credit cards payments are completed through our ProCare system, which is the preferred method of payment. To set up automatic, recurring payments and/or credit card transactions, please contact the Program Director or Assistant Program Director.

Department of Health and Human Services (DHHS) Child Care Subsidy Payments

We are happy to work with families who participate in the child care subsidy program through the Child Development and Care department within the Department of Health and Human Services.

Families who participate in the DHHS subsidy are expected to pay all tuition and enrollment fees prior to the subsidy payments starting. It is the responsibility of these families to pay any amount above and beyond what the subsidy covers. This weekly co-pay amount will be estimated for the family at the time of enrollment to the best of our abilities.

Late Payment Charges

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one week of tuition. **Late payments will result in the imposition of late payment fees. Failure to pay child care payments will result in childcare services being terminated.**

If payment is not received on the day that it is due, a late fee of \$15 will be added to your next tuition payment for each day that it is late. Repeated late payments will result in your family being required to set up automatic payments or credit card payments.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 6 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.



Returned Payments/Rejected Transaction Charges

All returned payments or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$25. This charge may be collected electronically. Two or more returned payments or rejected transactions will result in your account being placed on “cash only” status.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$15 per child every 15 minutes will be assessed beginning at 6:01 PM and will be due upon arrival. **Repeated late pick up may result in childcare services being terminated.**

Other Fees

- From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity, or trip.
- A supply fee of \$25 per child is due annually on September 1st.

Credits & No Credits

- **No credits are given for sick days, holidays, staff training closure, or closure due to inclement weather.**
- **Credit may be given for Serious Illness/Injury** – In the unfortunate event of extenuating circumstances such as your child is hospitalized, absence due to a serious contagious disease or serious illness or injury, credit may be issued. A written doctor’s note is required to receive a credit.

ATTENDANCE & WITHDRAWAL

Absence

If your child is going to be absent or arrive after their typically scheduled time, please let us know. We will be concerned about your child if we do not hear from you.

Vacation

Each family has up to 2 weeks of tuition-free vacation per calendar year. These can only be used if the child will not be attending during those weeks. These vacation weeks must be used in weekly increments with at least 2 weeks of written notice to the business office.

Withdrawal

A written notice, 2 weeks in advance, is required when a child is being withdrawn. Families will continue to be billed for 2 weeks after the notice is given and payment is expected for this time.



Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required. Our typical practice is to give a copy of the records to you so you may take them to your child's new school.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on our Facebook page, sent through email, posted on our website, and reported to the local news stations, as able.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

General Procedure

We open at 6:00 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in.

We close at 6:00 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions



will be made for someone to stay with your child as long as possible, but if we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency or the local law enforcement.

PERSONAL BELONGINGS

What to Bring

- **Infants:**
 - Enough prepared bottles for a day's use. All bottles must be labeled with the child's name, date, and time of preparation.
 - Pacifiers (if applicable, more than one if possible)
 - At least 6 diapers per day
 - Enough wipes for the day
 - At least 2 changes of clothes per day
 - Outdoor weather gear
- **Toddlers:**
 - Enough prepared bottles for a day's use (if applicable). All bottles must be labeled with the child's name, date, and time of preparation.
 - Pacifiers (if applicable, more than one if possible)
 - Six diapers and at least two changes of clothes per day
 - 1 crib sheet
 - Rest time blanket and/or small stuffed animal
 - Outdoor weather gear
 - Outdoor shoes
- **Older Toddlers/Young Preschoolers:**
 - At least two changes of clothes or more per day if going through toilet training
 - Diapers/Pull-Ups. if going through toilet training
 - 1 crib sheet
 - Rest time blanket and/or small stuffed animal



- Outdoor weather gear
- Outdoor shoes
- **Preschoolers:**
 - At least one change of clothes, socks and shoes
 - 1 crib sheet
 - Rest time blanket and/or small stuffed animal, crib sheet (optional)
 - Outdoor weather gear
 - Outdoor shoes

We encourage families of infants and toddlers to bring a pack of diapers and wipes that we can store at the center in your child's cubby area.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Soiled clothing will be sent home on an as-needed basis for laundering. Bedding and sheets will be sent home weekly for laundering.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located in the office area. Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity, or they are stuffed animals used solely for rest time.

NUTRITION

Food Prepared for or at the Center

KidFit Daycare will provide breakfast, AM snack, lunch, and PM snack for all children in attendance. Food prepared at the center will be properly planned, prepared, and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.



KidFit will provide developmentally appropriate foods for older infants who are able to eat table foods. KidFit will not introduce your child to food that they have not eaten successfully at home first.

Foods Brought from Home

Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package.
- Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. A list of ingredients is required, and there must be enough food for all children.
- Foods should be labeled with the child's name or be placed in a lunchbox/bag that is labeled.
- Milk will be provided for children. Whole milk is provided for children 12 months to 24 months of age.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Meal Time

At meal time the dining table is set with plates and flatware, and the food is placed in small bowls from which the children can help themselves. Everyone sits at a table with peers and teachers. Children are encouraged to serve themselves from food passed around each table. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by families.

A caregiver who is trained in first-aid for choking is present at all meals.

Infant Feedings

Infant feedings follow these procedures:



- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- Infants are fed “on cue” to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child’s home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child’s name and the date and time the milk was expressed.
- Breast milk and formula brought from home must be dated and labeled with the child’s name.
- Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
- Solid foods will only be introduced after a consultation with the child’s family.

Children 24 Months and Older

- No child shall go more than 4 hours without a meal or snack being provided.
- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter, and hard candy.

HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every 6 months, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed.

All caregivers, teachers, and staff are strongly encouraged to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).



Physicals

Routine health appraisal physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's health appraisal physical should be received before but must be received no later than 30 days after your child begins the program. Families are responsible for ensuring that their child's physicals are kept up-to-date and that an updated copy of the results of the child's health assessment is given to the program.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.



- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written an order that a child be separated from other children.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area, kitchen, and classroom. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Current CPR and First Aid training includes training on how to administer epinephrine pens and handle other medical emergencies involving allergic reactions.

Medications

All medications should be handed directly to office personnel at your time of arrival to the center. Medication will be stored in the office area. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original



container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.

- **Non-prescription medications** require written permission and instructions signed by the child's primary care physician. The written permission must include your child's name, dosage, current date, and frequency. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received. Non-prescription medication must arrive at the center in its original container and be unopened.
- **Non-prescription topical ointments** (e.g., diaper cream or teething gel), sunscreen and insect repellent require a note signed by the parent, specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local health department. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis



SAFETY

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, water, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities. Please do not send your child in these types of shoes.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 85°F or less than (feel like) 30°F.

Injuries

Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Incident Reports will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.



Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families.

We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will

cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.



EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 5 minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with fire alarms.

Our fire evacuation plan is reviewed with the children and staff on a quarterly basis and at any time changes have been made.

Tornado Safety

In the event that there is a tornado watch or warning, the children and staff of KidFit Daycare are permitted to use the basement as an underground, safe location.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

FAMILY HANDBOOK POLICIES

Our center policies included in this handbook are reviewed at least annually and updated as needed.



Family Activities

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

Advisors:

- Discussion of Program Goals – annual meeting for families to provide input into our plan for the program.
- Parent Advisory Committee – meets 4 times a year to review progress toward annual goals.
- Classroom Representative – serves as a liaison between classroom parents and teachers
- Home and School Committee – meets bi-monthly to plan family events and fundraisers

Family Events: We have several events throughout the year that bring our entire community together. Watch for the announcements!

Open House

Back to School Night

Family Math Night

Holiday Gathering

Book Swap

Fall Festival

Annual Family Picnic

Classroom Activities: Enjoy and help your child's class with these special activities.

Share a meal with your child

Chaperone field trips

Read to children at arrival or pickup

Volunteer in the classroom

Donate requested items

Serve as a parent representative

Welcome new families

Contribute to class Potluck meals

Parent-Teacher Conferences

Family/Parent Workshops: Our menu of family workshops changes annually. Below is a list of workshops we typically offer. We try to offer these in the early evening or on Saturdays. See the monthly calendar for scheduled topics. We welcome requests for workshop topics.

Positive Guidance and Loving Discipline

Toilet Training

Stress

Safety in the Home

Childproofing Your Home

How to Prepare for a Parent-Teacher Conference

Warning Signs for Developmental Delays

Nutrition and Exercise for Small Bodies

Supporting Your Child in Times of

Food Allergies

Everyday Math

Brain Development

Value of Reading to Your Child



Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **KidFit Daycare Family Handbook**, and I have reviewed the family handbook with a member of the **KidFit Daycare** staff, if needed. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **KidFit Daycare Family Handbook** that I do not understand.

Recipient Signature	Date
Center Staff Signature	Date