

# Kids SmART, Inc.

"From the Smarts to the Arts,  
developing the whole child!"

## PARENT HANDBOOK In-Home Nanny Care Service

Kids SmART Office: 720-550-6728  
Care for children ages 3-14yrs old



# Kids SmART, Inc.

Your In-Home Child care Provider

## MISSION

Kids SmART, Inc. is a company founded on the vision that every child deserves the opportunity to grow and thrive in a safe and nurturing environment. They deserve an environment where they are encouraged to discover themselves and are able to develop to their full potential. Kids SmART, Inc. also believes in a holistic approach where open communication is important between the Kids SmART staff, the child's parents, teachers and the school administration to ensure the common goal of each child's success in their educational growth. Kids SmART offers a program fee structure that is flexible as well as affordable for families that have the need for care.

## PURPOSE

Kids SmART, Inc. provides in-home care for children ages 3-14 years old. Our program activities encompass the 40 Developmental Assets. We offer a variety of choices that are safe and fun for each child and offer the opportunity for positive growth and learning at every turn. We follow all of the states guidelines and requirements and go above and beyond them to ensure care of the highest quality.

## PARTICIPANTS

Kids SmART, Inc. in-home nanny care is open to all children ages 3-14. Children with special needs are welcome and our staff will do what we can within our ability to make the necessary accommodations to provide adequate care for these children in compliance with the American with Disabilities Act. Kids SmART reserves the right to discontinue care of any child without notice if Kids SmART staff observe the child exhibiting any unsafe behaviors of any kind.

## STAFFING

Each of the Kids SmART, Inc. staff goes through an extensive process in order to join the Kids SmART team. They all must pass a background check, CBI and FBI fingerprint screenings, and an extensive interview and training process to ensure that they are equipped with the necessary skills to properly care for your children. The Directors (Tier 2 and 3 in-home care employees) must have a Bachelor's Degree with a child/adolescent emphasis, or have adequate relevant experience to substitute. All staff members are certified in First Aid, CPR, and Standard Precautions as well as go through ongoing classes to further their training to help the children of the program thrive in a positive environment. The Kids SmART staff will always actively supervise each and every child of the program.

## DAILY SCHEDULE

The daily schedule is based upon the needs of the child(ren) as well as the requests of the parent/guardian. It will also be determined by the timeframe of care on any given day.

## ACTIVITIES

### Activities

Every day Kids SmART will offer an assortment of structured activities throughout the day including, but not limited to, arts and crafts, physical activities, outside time, drama, science projects, cooking projects and games. Activity supplies may be provided by the parent/guardian or Kids SmART staff.

### Television/Movies/Technology

On occasion Kids SmART may allow recreational technology time if preapproved or requested by the parent/guardian. This may include television, movies, or games on a child's phone or computer.

All television and movies will be age appropriate and rated either G or PG. Children's use of technology will be closely monitored.

#### Meal/Snack Time

If requested, Kids SmART, Inc. staff will prepare meals and snacks for your children. The food will be provided by the parent/guardian and information about food options and restrictions must be communicated to the staff member. Staff will clean the dishes used for meal preparation and service.

#### Field Trips and Transportation

If requested and/or approved Kids SmART may take the children off property. Off-site trips may include local parks, bike rides, walks, and other appropriate and safe activities. Kids SmART staff will always let the families know in advance where they are going, when they will be gone, and a phone number where they can be reached.

If transportation of the children is requested, Kids SmART staff will use a family-provided vehicle equipped with proper safety seats and/or safety belts. A transportation agreement must be signed by the parent/guardian in advance.

### DISCIPLINE

Kids SmART, Inc. believes in positive reinforcement to encourage proper behavior. All Kids SmART staff have a set of basic rules to ensure a safe and fun environment. These rules include, but are not limited to: be respectful to yourself, belongings, and others; keep your hands to yourself; be safe; clean up after yourself; and listen to the staff.

Although we believe that positive reinforcement decreases misbehavior substantially, there are still times where children act inappropriately. When this occurs, Kids SmART follows the subsequent steps to get the child back on track:

- 1) One-on-one discussion about the behavior.
- 2) Separation from the activity that caused the negative behavior.
- 3) Natural consequence depending on behavior (ie: no swings for a week if caught jumping off them).
- 4) Phone Call to parent or guardian
- 5) Behavior conference specifying behaviors and consequences as agreed upon by parents and staff.
- 6) Expulsion from program.

The above listed steps will be followed when possible. However, depending on the severity of the child's behavior, steps may be skipped to preserve the safety of all children and staff of the program. Kids SmART staff will never use any physical or emotional consequence against a child.

It is important to the Kids SmART staff that we work closely with families to ensure consistency with all children. For this reason, we may request a conference between staff and the parents/guardians, as well as the children. Parents may also request a conference with staff in regards to their children.

### INCIDENTS/ILLNESS

Whenever a child is injured and needs first aid treatment, the parent/guardian will be notified when they arrive to pick children up or relieve in-home care worker. If it is a more severe injury, the parent/guardian will be immediately notified via telephone. The staff will also note any injuries in the family communication log.

If a child is ill while in our care, they will be offered a quiet area to lie down and rest. If they have a fever, or seem as though they may have a communicable illness, the parent/guardian will be notified immediately and be expected to remove their child from the program. As a result of the heightened restrictions and guidelines implemented due to the COVID-19 Virus, all children must be kept out of household home/out of care for at least 14 days if anyone in the household exhibits symptoms of any kind including cough, runny nose, chest/nasal congestion, fever, vomiting/diarrhea, or body aches. Parents/guardians must be available to pick children up or relieve in-home care worker within 30 minutes if Kids SmART staff see any of the aforementioned symptoms, and keep them home for at least 14 days (unless confirmed negative of COVID-19).

## MEDICATION

A trained Kids SmART staff member will be able to administer any medications that your child may need. If your child needs medication at any time during care, you must request a Teir 2 or Teir 3 team member. Prior to staff administering any medication of any kind, Kids SmART must be provided with the following: 1) written order from physician; 2) written parental consent; and 3) medication in its original labeled bottle or container. All medication and instruction must be discussed prior to care to ensure full understanding of the medical needs. This includes any possible need for inhaler or epipen.

Topical preparations (ie: sunscreen) can be applied by the Kids SmART staff with written permission. See enrollment form to give sunscreen permission.

### SUNSCREEN

Sunscreen must be provided by the parent/guardian for the child(ren) and available to the staff for reapplication when outdoors unless otherwise specified by the parent/guardian. Sunscreen will be reapplied every 60-90 minutes when outdoors and a burn hazard exists.

## DIAPERING /TOILET TRAINING

All children enrolled in Kids SmART Programs must be toilet trained. In the event of an accident, Kids SmART will follow all proper hygiene methods to help clean-up and change clothes.

## INCLEMENT WEATHER/CAMP CLOSURES

There is very minimal chance that weather will prevent the care provider from arriving to care for the children for their scheduled care. If this closure does occur, parents/guardians will be notified as soon as that decision is made.

### EMERGENCY PROCEDURES

If there is severe weather or other emergency (tornado, fire, etc.) during Kids SmART program hours, the Kids SmART staff will follow specific trained procedures for ensuring the safety of all the children. For all emergencies, Kids SmART will ensure all children are evacuated to the designated safe areas and kept there until the safety risk has been lifted.

### LOCKDOWN/EVACUATION PLANS

In the unfortunate case of a lockdown, Kids SmART will account for all children, and confine them to a designated safe area. The staff will lock all outside doors/windows and keep children in a designated 'safe area' out of view of any threats. No children will be permitted to leave or enter during a time of lockdown, as called by the school, police, or other enforcement. Parents will be notified of lockdown, when safety permits via phone/text/email.

## HOURS OF OPERATION

Kids SmART is available for in-home care from 6:00am until 8:00pm Monday thru Friday (at this time). If a guardian does not arrive to pick children up or relieve in-home care worker by the end of the scheduled time an additional charge of the hourly rate +\$5 for the subsequent hour will be applied and will not be prorated for partial hours. Extended care beyond scheduled time must be agreed upon in advance by the staff member and will not be outside the hours of operation. If the staff has not been notified of extended care beyond the scheduled time, after 15 minutes the parents/guardians/authorized adults will be notified that the child is still in the care of a Kids SmART staff member. If the parent/guardian does not arrive after 30 minutes and no authorized adult can be contacted, authorities will be notified.

On major holidays that fall during the week, Kids SmART will be closed. These days include, but are not limited to: the week of Independence Day, Labor Day, Thanksgiving Day and Friday after, Christmas day, and New Years Day. Kids SmART may also close for training during transition between summer and before/after care programming. Families will be notified in advance of these closures.

## AUTHORIZED PICK UPS

Only the parent/guardian noted on the child information sheet will be allowed to pick up the child(ren)/relieve the in-home care worker. If an alternate person is needed to pick up the child(ren) or relieve the in-home care worker it must be communicated to the staff member in advance and the ID of that person will be checked before the person will be allowed in the home.

## FEES and PAYMENT SCHEDULE

Hourly fees are listed below. An attendance schedule and payment are due in advance of the child's attendance. Care will not be provided if payment and schedule are not submitted in advance. An attendance schedule calendar and care request form will be available on our website for you to fill out and submit to request care. A care request confirmation email will be sent to families and the family must pay for the confirmed care within 24 hours of receiving the confirmation email in order to finalize the care. You may pay each Wednesday for the upcoming week, or pay for the month in advance. You are also encouraged to set up a Tuition Express account where you can pay directly into your account online (contact the Kids SmART office to get an email invitation link for this service). Declined Credit Card Payments will result in a \$35 fee.

	<i>1-2 children</i>	<i>3<sup>rd</sup> / 4<sup>th</sup> child</i>
Tier 1 staff	\$20/hour	\$22 / \$24
Tier 2 staff	\$22/hour	\$24 / \$26
Tier 3 staff	\$25/hour	\$27 / \$29

Registration Fee      \$50.00 per child or \$100.00 per family  
(Assessed every school year and summer, or on first date of registration)

## CANCELLATIONS, CREDITS, and REFUNDS

No refunds will be given once care is scheduled and confirmed. A credit may be considered if care cancellation request is received at least one week in advance and the reserved caretaker is able to get booked by another family.

## HOW TO ENROLL

In order to enroll with the Kids SmART, Inc. programs, you must completely fill out the enrollment form, emergency form, and liability release agreement. With these forms, you must turn in payment for the registration fee.

If the program is full, your name will be placed on the waiting list and you will be notified when an open spot becomes available.

## WITHDRAWAL/DISMISSAL FROM PROGRAM

If you choose to remove your child from the program, a two-week notice is required to allow for the parents on the waiting list to prepare to enroll in the program.

Kids SmART, Inc reserves the right to dismiss anyone from the program without any notice.

If Kids SmART discontinues care for any reason, all parents will be notified via either email or telephone.

## COMPLAINT POLICY

**To file a complaint about any care provider, please call our main office at 720-550-6728 or email [nannycare@kids-smart.com](mailto:nannycare@kids-smart.com)**

## CHILDREN'S BELONGINGS

Kids SmART is not responsible for any damage, loss, or theft of the child's personal belongings. If any of the belongings present a problem in the program, it will be taken from the child and given to the parent at the end of the scheduled care. This includes cell phones.

## CHILD ABUSE

Under the "Child Protection Act of 1987" in the Colorado Children's Code, child care workers are required to report suspected child abuse or neglect. The law at 19-3-304 states that if a child care worker has "reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department or local law enforcement agency." All suspected child abuse cases will be reported to: 303-271-4131.

Any significant changes to the previously listed policies/procedures will be posted immediately.

We look forward to caring for your children and developing a relationship with your family!