



# Kid-Doodles Learning Center

*A Reggio Emilia Inspired School*

# Parent Handbook

## Policies and Procedures

Revised June 2018

16 E PARK AVE \* AMBLER, PA \* 19002  
215-591-3446

[adminkids@comcast.net](mailto:adminkids@comcast.net)  
[www.kiddoodleslearningcenter.com](http://www.kiddoodleslearningcenter.com)

### HOURS OF OPERATION

Monday through Friday 6:30 am to 6:00 pm  
Kid-Doodles is closed on Saturday and Sunday

Welcome to Kid-Doodles Learning Center, a childcare center dedicated to the development of happy, healthy, and well adjusted children. We have operated at this site since **May 2003**.

Those who care for your child should be an extension of your home and philosophy of child rearing. We ask that you communicate your desired childcare needs and philosophy during the interview so there will be no misunderstanding of the care you expect for your child or children.

We would like to welcome you to our extended family. We hope that this handbook and accompanying forms will provide you with the basic understanding of who we are, and what services are offered. Please read it carefully and refer back to it if you have questions regarding policy, philosophy, or procedures. We suggest that you reread the handbook after your child or children have been in care a month or more, when much of the information will seem more relevant.

The formative years of our children are most critical. Our goal is to provide a quality setting that is both enriching and enjoyable. It is very important for the success of the children that we cooperate and share ideas to support their development.

We look forward to serving you and your child. If you have any questions that are not answered within our material we will be happy to speak with you further. Thank you for choosing Kid-Doodles Learning Center for your childcare needs!

It is Kid-Doodles Learning Center policy to provide equality in care and for all children. Accordingly, Kid-Doodles does not practice or condone unlawful discrimination in any form against parents, children, or employees or applicants on the grounds of race, color, religion, creed, sex, national origin, age, disability, or veteran status. Nor does Kid-Doodles allow discrimination on the basis of sexual orientation.

*Sincerely,*  
*Amanda Schok*  
*Owner / Director*

## **Admissions & Enrollment Procedures**

Kid-Doodles Learning Center serves children ages 6 weeks to 12 years. ***Our Kid-Doodles Learning Center FORBIDS DISCRIMINATION because of race, color, national origin, age, sex, religion, or handicap.***

### **Interviews**

An interview with parents and children to be cared for is required before any child will be accepted into Kid-Doodles Learning Center. Interviews are normally conducted during center hours. Observation time is allowed after the initial visit. This is a time when parents are allowed to come and observe the provider as she works with the children in her care.

### **Enrollment Forms**

Before a child is admitted for care into Kid-Doodles Learning Center, the provider must receive all required paperwork. We will not assume care of your child(ren) if necessary paperwork, fees, and supplies are not received. All information will be kept confidential and is for our records only. Below is a checklist of necessary paperwork and supplies you will need to bring with your child on his first day.

### **Paperwork**

- ✓ Child Registration Form
- ✓ About Your Child
- ✓ Emergency Contacts-must be reviewed every 6 months.
- ✓ Media Authorization
- ✓ Permission to use Sun-block
- ✓ Health Evaluation and Immunization Form
- ✓ Policy Handbook Checklist
- ✓ Direct withdrawal form

<p><b>PLEASE LABEL EVERYTHING</b></p>
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### **Supplies**

- Complete change of clothes (weather appropriate).
  - *Three sets of clothing is required for children not yet potty trained.*
- Diapers/Pull-Ups & Wipes
- Favorite blanket or toy for quiet time

### **Health Forms**

Within 30 days of admission, Kid-Doodles Learning Center must receive a completed Health Evaluation Form signed by a physician and a current copy of your child's Immunization Records. We do not accept children who have not received their vaccinations as prescribed by the Health Department.

### **Forms must be updated at the following check-ups:**

At Birth, 1 month, 2 months, 4 months, 6 months, 12 months, 15 months, 18 months, 19-23 months, 2-3 yrs old, and 4- year old.

### **Signed Contract Policy & Handbook**

Before a child is admitted for care the provider must receive a signed Client Contract and Handbook Agreement page. **Signed Contracts and the Agreement sheet from the Provider Policy Handbook are required before childcare can commence.**

## **TERMINATION POLICY**

A two-week written notice minimum is required to withdraw your child from care. If less than two weeks notice is given, payment in full for two weeks is still expected.

In the event Kid-Doodles Learning Center should ever find it necessary to end our agreement, the parent will be given a two week written notice. Except for reasons such as, but not limited to:

- Destructive uncontrollable behaviors
- Habitual tardiness in pickup of child
- Excessive absences without notice
- Lateness of payment or nonpayment
- Lack of Parental Cooperation
- Failure to maintain required supplies for child(ren)

These situations will be grounds for immediate termination. If it becomes necessary for Kid-Doodles Learning Center to resort to legal action to collect fees, the parent(s) will be responsible for any legal fees incurred by Kid-Doodles Learning Center.

## **Annual Renewals**

### **CONTRACT RENEWAL**

Contracts will be renewed annually in September, unless changes are made on our end. Any changes that take place in your family should be reported and changes must be made on the childcare forms immediately.

### **POLICY HANDBOOK**

Any time a change is necessary in the Policy Handbook parents will receive two weeks' notice of the change and a new Agreement Page will be required.

### **TUITION PAYMENT & FEE'S**

#### **REGULAR PAYMENT**

Childcare fees will be deducted every **Wednesday** morning each week prior to your child's attendance. Clients should keep in mind that they are contracting for days and times to reserve for their child and this time must be paid for whether or not it is used. ***No deductions or refunds will be made for days your child is sick or absent.***

**A \$5.00 per day late fee will be assessed if your regular childcare fee is not paid on time. This includes weekends as well. Also, a \$7.00/hr fee for non contracted hours will be added if you drop off your child or pick up your child after contracted hours. Your child will not be accepted for care until your regular childcare fee plus any late fees are paid in full. Continued late payments will result in the termination of the childcare services.**

#### **Payment**

Payments may be made in cash, check or automatic withdrawal. Receipts can be written for cash payments. Any bad check received at Kid-Doodles Learning Center will cause the PARENTS to be charged a **(\$25.00)** returned check fee plus any bank charges incurred by the PROVIDER as a result of the PARENT'S check being dishonored. In addition, all future childcare payments must be made via money order.

**Please make check or money orders payable to:  
Kid-Doodles Learning Center**

### **Late Pick Up Fees**

Hours in excess of the **6:00 p.m.** closing time will be billed at **\$1.00** per minute. The Late Fee balance is due in cash upon arrival. **One** late pick-up is granted (with a legitimate reason) without a late fee charge. After the one late pick-up has been used, late charges will be assessed for tardiness. This policy will be strictly enforced.

### **Rate Increases**

Kid-Doodles Learning Center reserves the right to review childcare rates and to raise them periodically to accommodate increasing business costs. We will provide two week's written notice to parents in the event of rate increases.

### **Reservations**

Parents who are searching for childcare weeks and months prior to the care start date may choose to reserve a childcare slot. To reserve an available slot parents must complete the contract, and pay one week's tuition in advance plus registration fee. At time of enrollment the next tuition payment is due the Wednesday during the week child starts.

## **ATTENDANCE**

Please be sure to prearrange any changes to your schedule with Kid-Doodles Learning Center at least 24 hours in advance if possible. If Kid-Doodles Learning Center is not informed in advance of the child's tardiness or early arrival, there is a possibility that we may not be able to accommodate you. In this event, you assume responsibility for your child's care and there are no refunds if this occurs. Never leave your child at this property alone to wait for the group to return. Two consecutive No-shows/No-calls are grounds for immediate termination. You will be billed for two-weeks tuition. Please be courteous and notify Kid-Doodles Learning Center if your child will be absent for the day.

#### **EMPLOYEE / CLIENTELE RELATIONSHIP**

**Employees at Kid-Doodles Learning Center, are not allowed to drop off nor pick up any child enrolled at Kid-doodles. Employees are also not allowed to take up babysitting nor nanny position for any of our clientele or enrolled children. We WILL NOT be held liable for any violations of this policy.**

## **HOLIDAYS AND VACATIONS**

Payment is expected for holidays. If the holiday falls on a Saturday, Kid-Doodles Learning Center will close in observance of the holiday the Friday before. If the holiday falls on a Sunday, we will close the following Monday. **Payment is expected for these days.**

**Kid-Doodles Learning Center will close in observance of the following holidays:**

- **New Years Day**
- **Presidents Day (*Staff Development*)**
- **Good Friday**
- **Memorial Day**
- **Friday Before First Day of Summer Camp (Date TBD)**
- **Fourth of July**
- **Day Before Labor Day (*Staff Development*)**
- **Labor Day**
- **Thanksgiving Day**
- **Day After Thanksgiving**
- **Christmas Day**
- **Day After Christmas Day**

### **Parent Vacations**

Please notify Kid-Doodles Learning Center at least two weeks in advance if your child will be absent due to family vacation. After 90 days of enrollment you are entitled to one week of unpaid vacation or amount of days enrolled.



### Inclement Weather Days

On inclement or severe weather days we here at Kid-Doodles want you to be prepared if the center has to close due to inclement weather. **If there is a situation, where the weather is bad due to snow or ice storms we want you to call the center by 6 AM at which time you will hear a message informing you if the center will be opening late or if we will be closed all together, (215) 591-3446. We will also post on our center Facebook Page.** Or if there is a case where the bad weather starts after your child arrives we will call each parent informing you to come and pick up your child or children from the center.

### **SUBSTITUTE CARE**

Parents are responsible for providing their own back up care for holidays or days in which the center is closed.

### **CLOCKING IN / OUT**

Parents must remember to clock their child / children **in** and **out** each day by using the box outside and punching in their chosen code.

For the **SAFETY** of your child and others, please do not give out your code to others that might be picking up.

We also ask that you **DO NOT** hold the door for anyone coming INTO THE BUILDING. A code or doorbell **MUST** be used **PER PERSON** for access.



## ARRIVALS AND DEPARTURES

The center opens at 6:30 am. Please accompany your child into the drop off room after signing them in for the day. The same procedure should be followed at pick up time.

Activities begin at 9:00 am and we want your child to participate in all our activities. If your child arrives late then they will miss out in participating with the rest of the class. Please be sure to have your child arrive in a timely manner.

Occasionally you may wish to send someone other than yourself to drop off or pick up your child for the day. Be sure to notify any persons doing so of the Arrival & Departure procedure. Always notify Kid-Doodles Learning Center should there be someone other than you dropping off or picking up for the day. Please do not give them your code.

Any persons taking your place for drop off/pick up times should be listed on the Emergency/ Registration Form under “**Persons Authorized to pick up my child**”. They will be asked to show ID, in order to release the child. If they are not listed a written authorization from you is required. Kid-Doodles Learning Center will not release the child without your approval for both the protection of your child and the center.

**Communication:** Though we are very open to any questions or concerns you may have about your child, drop-off and pick-up times are generally not the best times to discuss these concerns in depth. Instead, please feel free to call the center during our open hours when we are able to give you our undivided attention.

**Separation:** It is normal for some children to have difficulty separating from parents in the morning or not wanting to leave when it's time to go home. Please be very brief (no more than 5 minutes) during these transition times. A smile, cheerful good-bye kiss, and a reassuring word that you will be back are all that is needed in the morning. In our experience, children are nearly always quick to get involved in the activities as soon as the parent leaves.

*\*We highly recommend bringing in family photos of mom, dad, and any siblings to help ease your child's anxieties. Any other familiar or comforting objects are also suggested for the first week, and will help in easing your child into the program. In the past, special items that belong to mom or dad have also helped the child to be more comfortable at drop-off times.*

**Safety:** Please be in control of your child during arrivals & departures. At departures, please do not let your child leave the center until you are leaving also. Children are not permitted to go outside or be left in the hallways and/ or stairways unattended.

## **FOOD**

### **Morning and Afternoon Snacks**

For children 2 and older we provide an AM and PM snack. If your child requires a modified diet please provide the appropriate food for dispersion.

## **QUIET TIME / NAP TIME**

All children under the age of five are required by state law to have a rest period while in daycare. Our rest period is from 1:00 p.m. to 3:00 p.m. **To avoid disturbing the children who are napping, please do not schedule visits, drop-offs or pick-ups between 1:00-3:00.** If you must pick up your child during quiet time please notify Kid-Doodles Learning Center in advance so that we may wake your child and have him ready for your arrival.

Kid-Doodles Learning Center will provide a quiet place for your child to rest. We will also provide each child their own cot and/ or nap mat. Infants are placed in a safety pack n play. We ask that you provide the bedding.

If your child has a special stuffed animal/doll or blanket that they use to sleep with, they will be allowed to use them at this time. These items will be put away during the day and only brought out for quiet time. Children who do not fall asleep or who wake early will be directed to quiet activities that will not disturb other sleeping children.

## **TOYS FROM HOME**

Please do not allow your child to bring toys from home. Anything brought will be put away safely until the child is picked up. Kid-Doodles Learning Center encourages respect for others and this includes sharing. Sharing is difficult for young children and even more so if it is a toy from home. Toys brought from home also have a risk of being lost or damaged. One or two security items (blanket or stuffed animal) may be brought for quiet time only.

## **BEHAVIOR MANAGEMENT**

The state of Pennsylvania requires that parents be notified in writing of the disciplinary practices used while in care prior to admission.

Spanking or any other form of physical punishment is prohibited. Discipline shall not be associated with food, rest or toileting. Children shall not be subjected to discipline that is severe, humiliating or frightening. The goal of discipline is to help children see the sense in acting a certain way. This is a time consuming task and it is important we remain realistic in the expectation of the behavior of each child. The child's developmental age and stage must be taken into consideration.

Kid-Doodles Learning Center has facility rules to ensure safety, comfort and happiness for all. We like using positive discipline and guidance based on individual needs and development. When needed, brief supervised "time-outs" will be used. The child will remain at the provider's side or privileges will be removed.

Kid-Doodles Learning Center will be very direct in letting you know of problems as they arise. If there are any problems that concern you as a parent or the center, please discuss them with us openly and honestly. Comments and suggestions are always welcome.

### **Biting Policy**

Biting will be addressed to ensure the safety of the children in care at Kid-Doodles Learning Center. If a child bites or begins to bite we will meet with parents and come up with a plan of action.

Kid-Doodles Learning Center understands that biting in young children is typical in normal early childhood development. Biting can occur for many different reasons such as:

- ❖ Age
- ❖ Fear
- ❖ Attention
- ❖ Frustration
- ❖ Teething
- ❖ Reaction
- ❖ Over Stimulation
- ❖ Lack of Curiosity
- ❖ Language

It is Kid-Doodles Learning Center's goal to recognize triggers that cause biting and redirect a child before the incident occurs. In the event we are unable to intervene the following steps will take place:

- The provider will first attend to the bitten child by comforting and then cleaning the bitten area with soap and water. Ice will be applied if bruising occurs.
- The child who did the biting will be removed from the setting and in an age appropriate manner will explain to that the behavior is unacceptable: "Biting hurts", or "We bite food, not people". Care will be taken not to reward the child that did the biting with extra attention.
- The incident will be documented on an Accident/Incident form that will need to be signed by the parent of the biter and the provider. The parent will receive a copy of the signed form, and the original will be placed in the child's file.
- Kid-Doodles Learning Center will not identify the child who did the biting to the parents of the bitten child and may not give out medical or other information on the biter per State Childcare Regulations.
- Parents will be asked to work with their child in discouraging the behavior.

## POTTY TRAINING POLICY

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or vacation.

***Please note:** Kid-Doodles Learning Center will begin to assist your child in Potty Training once they enter the toddler class.*

We will follow through and encourage your child while in care. Toilet training will be done in a relaxed manner with the cooperation of the family. We require that the child is at least 2 years of age and **must also** be showing signs of readiness (please read the Toilet Learning Readiness Checklist below).

**Positive reinforcement and consistency must be continued at home**

The child must be kept in pull-ups at all times. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. It is required that parents supply pull-ups and/or underwear.

### **Proper Clothing**

Do not bring your child in panties or underwear without prior approval from Kid-Doodles Learning Center. Together, we will determine whether the child has naptime and bedtime control established. During potty training the child needs to be dressed in "user friendly" clothing as much as possible. The best items are shorts and pants with elastic waists.

Please **do not** dress your child in the following items:

- **No** Tight clothing
- **No** Shirts that snap in the crotch
- **No** Pants with snaps & zippers
- **No** Overalls
- **No** Belts
- **No** One piece outfits

The clothes listed above can make it difficult for your child to reach the potty in time. Your child also needs to be able to pull his/her own pants up and down and these items will hinder your child's ability to do so.

### **Required Supplies**

The following items are to be left at the childcare and replaced as needed. State licensing requires that soiled clothing be returned in a plastic bag at the end of the day.

- **Three** (3) changes of clothing including socks (an extra pair of shoes if available)
- A bag of **Pull-Ups** – you will be notified when the supply is running low
- A box of **Baby Wipes** - you will be notified when the supply is running low
- Supply of **underwear** if potty training – we will discard underwear that are soiled (BM)

### **Potty Training Schedule**

For the first week, the child will be scheduled to use the toilet at consistent times of the day whether the child indicates the need to use the toilet or not:

- Before and after breakfast
- Before and after lunch
- Before and after nap
- Before and after going outside
- Just Before going home
- Upon arrival at the home

### **Toilet Learning Readiness**

#### **Verbal Stages of Readiness:**

- Basic verbal skills: The child is able to speak in three or four word sentences
- Stage 1: The child tells you he/she has a wet diaper, recognizes when he/she is wet.
- Stage 2: The child tells you he/she is wetting, recognizes the sensation of being wet.
- Stage 3: The child tells you he/she will wet, can control himself and use the toilet.

#### **Physical and Psychological Signs of Readiness:**

- Stays dry for long periods of time. (The child is able to "hold" his urine and bowel movements.)
- Can recognize when diaper is wet or soiled.
- Has bowel movements at regular times. (Child chooses when to move his bowels)
- Adults can recognize when child is moving his bowels. (Child is deliberately moving bowels.)
- Can undress and pull up his/her own pants. (Important because this is the work of the child, not the caregiver.)
- Initiates interest in using the toilet and asks to wear underwear.
- Wants to be independent (which is very important for the learning process).
- Child is emotionally ready and is open to learning. (Is child generally cooperative?)

- Child has an awareness and knowledge of the world beyond himself. (This sign may seem unrelated to toilet learning, but it is a behavior that has been seen in children who are ready to use the toilet.)
- Can follow three and four step instructions. (This is critical for learning to urinate or move bowels, wipe himself, flush the toilet, and then wash hands.)
- Can use consistent words or gestures to communicate.
- Is able to physically get to the toilet and sit on it without help.
- Must show a willingness to want to sit on the toilet and understand its function.

## Health & Illness Policy

**Kid-Doodles Learning Center will not care for a child who has a fever (101° or higher), is vomiting, has diarrhea or shows signs of a contagious disease. Please keep your child home if he/she is ill in any of these forms.**

Should any child become ill during the course of the day especially with diarrhea, vomiting, fever or “flu-like symptoms, the PARENTS will be asked to remove their child from Kid-Doodles Learning Center and to do so promptly. **PARENTS ARE REQUIRED TO PICK UP THEIR CHILD WITHIN ONE (1) HOUR OF BEING CALLED BY THE PROVIDER.**

Please **notify** Kid-Doodles Learning Center if your child has been exposed to a contagious disease. This protects your child, and the other children in care. **If your child is exposed to any communicable disease Kid-Doodles Learning Center will notify you as soon as we are notified. Let’s all remember to operate by the GOLDEN RULE since the health of the children and provider are at risk.**

## Medication Administration Rules

Under the licensing rules and regulations, Kid-Doodles Learning Center can only administer medications when accompanied by the permission to administer medication form. Prescriptions (even samples) must be clearly labeled as follows:

- Be in the original container bearing the original pharmacy label
- Prescription name & number
- Patient's name
- Name of medication

- Expiration date
- Physician's name
- Directions for dosage
- Date the prescription was brought to provider

Non prescription medications must be accompanied by the permission to administer medication form filled out by the person with prescriptive authority and the child's physician. All Non prescription medication **MUST** be in the original container bearing the original label, child's name and age, expiration date and directions for dosages.

## **Child Abuse Reporting**

Kid-Doodles Learning Center is required by state law to report any incidences of suspected child abuse or domestic violence. Our first concern is the safety of your child, and if we suspect he/she has been subjected to abuse, we will file a report to the proper authorities.

With the exception of sexual abuse, Kid-Doodles Learning Center will inform you when we do make any reports. State asks that in the situation of sexual abuse, that the responsible reporter not inform the parents of the report made. This is not an accusation on our part. These situations are scary for a child to be in, and sometimes parent's reactions can unintentionally confuse the child making it difficult for authorities to gather the proper information.