



# Parent Handbook

## Contact Information

KidCity Learning Center

2307 South Street  
Leesburg, FL 34748

352.268.0205

Hours: 6:30 AM- 5:30 PM

Accredited by the Florida League of Christian School  
# 36871

[www.kidcitylearningcenter.com](http://www.kidcitylearningcenter.com)

The Father's House  
Pastor Terry Mahan

Find us on 

[www.facebook.com/kidcitylearningcenter](https://www.facebook.com/kidcitylearningcenter)

Dear Parents,

THANK YOU FOR CHOOSING KIDCITY Learning center. We Take great pride in the opportunity to Love and educate your child.

OUR SCHOOL IS a HAPPY PLACE WHERE YOUR CHILD WILL Learn and grow.  
AT KIDCITY Learning center we STRIVE TO PROVIDE each CHILD WITH a FOUNDATION WHICH FURTHERS Learning and where a MATURING FAITH can grow.

WE WELCOME YOU TO KIDCITY Learning center, A MINISTRY OF THE FATHER'S HOUSE CHURCH, AND HOPE THE Learning experience HERE WILL BE REWARDING! OUR PROGRAM SPECIALIZES IN BIRTH-PRE-K. OUR GOAL IS TO HELP KEEP YOUR CHILD(REN) IN THEIR COMPLETE DEVELOPMENT, WHILE GIVING THEM THE LOVING CARE AND GUIDANCE THAT THEY NEED,

AS PARENTS, WE INVITE YOU TO MAKE APPOINTMENTS TO VISIT WITH US, ASK QUESTIONS AND MAKE SUGGESTIONS. WE NEED THE CLOSE COOPERATION AND UNDERSTANDING FROM OUR PARENTS AND STAFF FOR THE SUCCESS OF YOUR CHILD'S EXPERIENCE AND ENSURING WE ARE DOING EVERYTHING POSSIBLE FOR YOUR CHILD TO SUCCEED,

IF YOU DO NOT HAVE A CHURCH HOME, LET US PERSONALLY INVITE YOU TO JOIN US HERE AT THE FATHER'S HOUSE CHURCH. WE HAVE TWO SERVICES EACH SUNDAY, ONE AT 9:00 AM AND ONE AT 11:00 AM, WE WOULD LOVE TO SEE YOU THERE.

WHENEVER YOU HAVE QUESTIONS OR CONCERNS REGARDING YOUR CHILD'S CARE, PLEASE FEEL FREE TO CALL THE CENTER (352)268-0205 AND ASK FOR DOROTHY OR SEND AN EMAIL TO [DOROTHY@THEFATHERSHOUSE.COM](mailto:DOROTHY@THEFATHERSHOUSE.COM).

WE LOOK FORWARD TO WORKING WITH YOU AND YOUR CHILD.

Love,  
LISA HUMPHREYS  
KIDCITY Learning center, ADMINISTRATOR  
AND  
DOROTHY MATZ

KIDCITY Learning center, DIRECTOR

# Introduction

Welcome to The Father's House Preschool, known as KidCity Learning Center. Our Learning Center has been in operation since October of 2015. In this handbook you will find important information such as policies and procedures for KidCity Learning Center. Our learning center serves children between the ages of 6 Weeks to 12 Years Old. Our Operational hours are 6:30 a.m.-5:30 p.m.

KidCity Learning Center promotes the value of each person as a unique creation of God; therefore, students are admitted of any race, color, nationality, or ethnic origin. All decisions and activities of KCLC are subject to the current Bylaws of The Fathers House, as may be amended from time to time, at the discretion of the Board of Directors.

## Vision

KCLC exists to help preschoolers grow intellectually, socially, emotionally, spiritually and physically through creative hands-on learning experiences that meet the individual needs, interests and abilities of each child.

## Mission

We are a ministry of The Fathers House with the primary purpose to 'Love and Educate' to the children of our community.

## Purpose

KCLC is an integral ministry of TFH. It is our desire to partner with families to prepare young children to embrace Godly integrity and character. By providing

quality biblical education. Together we will prepare children to positively impact the world for Christ. As partners, we want to assist in the development of each child's body, mind and spirit to develop a Christian Mindset and to train them in Godly living.

Proverbs 22:6 "Train up a child in the way he should go and when he is old, he will not depart from it."

Our students will experience and positive and stimulating learning environment provided by quality teachers and staff who utilize the best teaching practices.

KCLC teachers are knowledgeable about the stages of learning and the developmental needs at each stage. Children's learning experiences are interpreted in the light of the bible and are led to make connections to the word of God. Children are individually challenged with creative hands-on experiences through structured biblical curriculum. KCLC provides a Safe Christian Environment and excellence in service, teaching and care so that our preschoolers skill levels will be more advanced than their peers who are entering Kindergarten.

We recognize that parents are responsible for the total education and training of their child. (Deuteronomy 6). It is a privilege and an honor to partner with you to assist your child in learning. As taught in Ecclesiastes 4:12, a cord of three strands (Family, Church and School) is not quickly broken. By enrolling your child(ren) in a Christian preschool, you combine the Christian values and influences from all three entities to form a strong cord.

# Discipline Policy

The goal of discipline at KCLC is to help children become self-directed and self-disciplined members in the immediate environment and as future members of a larger society. When shown that inappropriate behavior is not acceptable and that infringement of rules leads to consequences, children learn from their mistakes. KCLC consequences must be fair, consistent, and logically presented.

Our goal at KCLC is to correct a child with love and positive reinforcement.

Our enforced policy is below:

1. Verbal redirection and reminder for one offense. (This is never done in a degrading manner.)

2. Time out for age of child (One minute per age, for the same offense.) Prayer with Child.
3. Time out again.
4. Visit to Bus Station.
5. Note sent home to parent.
6. Call to parent from Director or Assistant Director.
7. Conference with parent, Director or Assistant Director and Teacher.
8. Severe and repeated misbehavior will result in dismissal from KCLC.

#### **In Case of Biting:**

1. Speak to the child firmly but lovingly. Bring the child to the Bus Station and notify the director or assistant director so they can decide on calling the parent.
2. Parents will always be notified either through a Behavior Report, or by a call from the Director or Assistant Director.
3. If severe biting is involved, the child will be dismissed for a period of time.
4. If biting continues the child will be dismissed from KCLC

KCLC only uses age appropriate, constructive disciplinary practices. Children shall not be subjected to severe, humiliating, or frightening discipline. Discipline shall not be associated with food, drink, rest, outside time or toileting. Spanking or any other form of physical punishment is prohibited. Discipline problems are documented. Accepted forms of discipline include positive reinforcement, redirection, modeling, prayer, asking forgiveness, and phone calls to the parents. KCLC may need to dismiss a child after repeated disciplinary actions, numerous attempted interventions and when the child's behavior is detrimental to our Christian atmosphere.

## **Enrollment Process**

Before Enrollment, a tour will be scheduled. During your tour you will be notified if the learning center has any spots available or if your child will need to be placed on a waiting list. Children entering our Three-Year-Old Program and Up MUST be fully potty trained.

If your child is placed on a waiting list you will provide us with your basic information: Name, Phone Number, Email Address, Child's Name, DOB, Any known Allergies. As soon as a spot becomes available, and your child is next on the list you will receive a phone call letting you know that we have a spot opening as well as asking you to come in to receive the documentation that is needed for your child to be able to start. Then, you will receive a start date for your child.

Initial Enrollment at KCLC happens after receiving the completed enrollment packet and additional paperwork required to enroll your child once you have toured the facility and received a start date from the Director. The enrollment packet must be filled out completely before admission with the additional paperwork turned in before your child is able to attend our facility. The additional up to date documents that are required are:

A copy of your child's Birth Certificate, Immunization Records/Religious Exemption, Physical and the two documents that DCF requires families to fill out twice a year, In April and September, you will receive these brochures with your enrollment packet.

KidCity strives to ensure that every child's needs are appropriately met. That said, all enrolled children are admitted on a six-week probationary period, during which time the director reserves the right to dismiss a child if we feel that we cannot meet your child's developmental needs. KCLC does not discriminate based on race, national or ethnical origin, but does reserve the right to refuse admittance to children/families whose behavior is detrimental to the Christian Learning Atmosphere. We will work in every way we can to help your child be successful at KCLC.

## Withdrawal Process

In the case of parent withdrawal, a two-week notice is required; this notice must be given to the Director. Payment is still due during this time. A child may be withdrawn from enrollment in the following cases:

- Loss of Contact- Parent has not been in touch with the facility, and the child has not attended for 5 consecutive days.
- Family moves out of the area.
- Child never attended.
- Parent withdraws the child verbally or in writing.
- The provider terminates enrollment due to behavior, attendance or Tuition Balance.

After a student has left the program, they must re-enroll and pay an enrollment fee and any remaining balance on their account before they will be allowed to re-enter the program.

## Record Keeping

All records must be kept current and remain on the premises of KCLC> State mandates require contact and emergency information to be current. It is vitally important for the parent to inform KCLC in writing of all contact and emergency information. (Home Address, Telephone Numbers, Place of employment, emergency contacts.)

KCLC will not release records to anyone other than school and judicial entities without written parental approval. If a child is withdrawn, records will only be transferred after settlement of the family account.

## Summer Childcare

Summer childcare is available to children currently enrolled into our Afterschool Program as well as students who will graduate from our VPK Program that school Year. Our summer camp is offered to current students and their siblings between the ages 5-12 (Kindergarten-5th Grade). Our Summer Camp Program Ends the week before School Starts so we can prepare our facility for the upcoming school year.

## Attendance Policy

Regular attendance is vital to providing your child with a solid early learning foundation. We ask that all children are clocked in and in their classrooms before



9:00a.m. Unless they have a scheduled appointment that has been communicated via email to [kclc@thefathershouse.com](mailto:kclc@thefathershouse.com) at least one week prior to the appointment. The cut off time with an appointment is 11:00 a.m. Daily attendance is documented when he/she enters and departs from the facility. Daily class attendance rosters are maintained throughout the day, noting to which class and staff member for each child is assigned.

# Tuition Agreement

Weekly tuition is billed to your account every Monday for the current week. Tuition is due by 9:00 on Monday morning. Any payment received after 5:30 PM on Tuesday will incur a \$15.00 late fee per tuition on the account. Any time that a child's account is 10 business days behind, the director is authorized to deny attendance for your child(ren) until the amount is paid in full. The enrolling parent will be held responsible for all fees and costs. Tuition is due whether your child attends or not, for as long as your child is enrolled into the program.

# Late Pick Up Fees

KidCity Learning Center's operating hours are 6:30 a.m.- 5:30 p.m. Late Pickup after 5:30 p.m. will be charged a fee of \$1.00 per minute, per child.

# Payments

Tuition can be paid using your Procure account. Checks, Cash and Money Orders can be given to the front desk. For the convenience of our families, Procure offers Autopay. Our families agree to pay the technology fee associated with Procure. Accounts are charged on Monday and Autopay comes out the same day. Anytime a child's account is behind 10 business days, the director is authorized to deny attendance for that child until the amount is paid in full. The enrolling parent will be held responsible for all fees and costs.

# Registration and Supply Fee

A registration fee of \$165.00 is due at the time of enrollment, as well as a yearly supply fee of \$65.00. The registration agreement (in the enrollment packet) must be signed and submitted before a child can attend. A yearly supply fee of \$65.00 is due each year per child in August when school starts back. Registration fees are non-negotiable and due at the time of charge.

# Closings

Credit will not be given for closings due to inclement weather, power outages, or other reasons beyond our control such as a hurricane or a pandemic. Decisions to close KidCity Learning Center for circumstances beyond our control are guided by Lake County School Board and their decisions to close their facilities, as well as KidCity Learning Center's Advisory Board and Executive Pastor. In the unlikely event our school unexpectedly closes, parents will be notified in writing at least 14 days prior to the last day of operation, and a copy of the students' file will be provided to each parent or legal guardian. All records will be maintained at The Father's House Church for five years thereafter.

# Holidays

Below is a list of Paid KidCity Holidays. We will be closed on these days, but you are still required to pay your normal tuition.

- ★ Good Friday
- ★ Memorial Day
- ★ Independence Day (Friday July 3<sup>rd</sup>, Monday July 6<sup>th</sup>)
- ★ Labor Day
- ★ Thursday, Dec. 24<sup>th</sup> and Friday, Dec. 25<sup>th</sup>

Below is a list of KidCity Holidays that we are closed in 2026, and you will receive a “free” Vacation week for, therefore you are not required to pay the weekly tuition.

★ November 23<sup>rd</sup>-27<sup>th</sup> Thanksgiving Week

★ December 28<sup>th</sup> -January 1<sup>st</sup> Christmas Holiday/New Years

KidCity also offers families “One Additional Free Vacation Week” to use for the calendar year (January-December). This week may be scheduled through the office by sending an email to the director [dorothy@thefathershouse.com](mailto:dorothy@thefathershouse.com) at least two weeks in advance. This week MUST be emailed to honor the request.

# Weekly Tuition

Infants:	\$220.00
Ones:	\$200.00
Twos:	\$190.00
Threes:	\$180.00
Fours	\$155.00 (\$10.00 Per Day When There Is No VPK.)
	\$170.00 Without VPK Certificate.
After School	\$75.00
VPK Only	Certificate Of Eligibility Required
Summer Camp (School Age)	\$175.00
Registration Fee	\$165.00
Annual Curriculum Fee (Per Child Enrolled)	\$65.00

## **-Multi-Child Discounts-**

Second Child Enrolled Full-Time: \$15.00 Weekly Discount

Third Child Enrolled Full-Time: \$20.00 Weekly Discount

Fourth + Child Enrolled Full-Time 10% Weekly Discount

## **-Referral Credit for New Families-**

The account of any Full-Time child will be credited \$100.00 for every family referral in which the family enrolls with one or more children. This credit will be entered after 90 days of attendance by the referring child.

### **-Refund Policy-**

KCLC does not refund tuition for expulsion or withdrawal as the tuition paid for the upcoming week. As previously stated, a two-week notice is required for withdrawal from KCLC. We do not provide any requested documents to parents (Payment History, Copies of Records, Etc.) unless the account is current with a zero-dollar balance.

### **-Returned Payment Policy-**

There will be a fee assessed each time a payment is attempted and returned or declined by your financial institution. This will include non-sufficient funds, stopped payments, closed accounts, denied credit cards, or any other reason an item is returned or denied. You may receive a letter from your financial institution in addition to our fees.

First Offense: \$35.00 Fee

Second Offense: \$50.00 Fee

Third Offense: \$75.00 Fee and Letter from KCLC Board

Fourth Offense: Cash only basis.

If sufficient repayment arrangements are not made within 10 business days, services will be terminated, and accounts will be turned over to the Prosecuting attorney or small claims court for collection or prosecution.

### **-Tuition Rate Per Classroom-**

Tuition rates are based on classroom enrollment rather than age. Please note that a child's tuition rate will remain at its current level until the child officially transitions and begins attending the next classroom

## **Certification And Accreditation**

Accreditation: KCLC is an accredited member of the Florida League of Christian Schools (FLOCS#36871) since 2017. A FLOCS preschool must meet or exceed the high standards of care required. FLOCS is recognized by the Florida Department

of Education (DOE) and the Florida Department of Children and Families (DCF) as a certification and/or accreditation agency which provides oversight to these processes. Accreditation ensures quality educational practices and spiritual standards.

**Certification:** To qualify for and maintain certification by FLOCS, each school must meet prescribed standards. KCLC conducts quarterly self-inspections, an annual self-evaluation, and participants in two on-site inspections conducted by a FLOCS inspector to maintain annual certification.

**Professional Development:** Membership in FLOCS provides professional development opportunities for all KCLC teachers and staff to keep current in their teaching practices and certifications with DOE and DCF.

**Religious Exemption:** Although KCLC has a religious exemption through FLOCS, we must still comply with Florida requirements for childcare personnel, screening requirements pursuant to SS.42.305 and 402.3055 and facility health, sanitation and safety. KCLC is committed to obtaining and maintaining certification and accreditation throughout its operation.

# Curriculum And Instruction

## **-Classroom Schedules-**

Each age group or class must have a daily schedule of activities posted in a place accessible to the parents/guardians. This schedule of daily routines must be posted near the entrance of each classroom. The daily schedule provides scheduled times that are meaningful learning experiences, reading time, quiet time, large/small group activities, free play (individual choice), active play, indoor and outdoor periods appropriate to the developmental age of your child, as well as meal, snack and nap times.

## **-Curriculum-**

KCLC curriculum features biblical, God honoring lessons as well as critical phonics and numerical skills that help prepare our students for Elementary school. Free and structured learning activities, fun and educational, engage our children so they will learn through work and play. Our program incorporates

learning and play centers that help children develop their interest and foster independence. We use Funny Daffy Curriculum and Orange Curriculum. Children will be screened as needed throughout the school year to determine your child's progress. If you have questions or concerns, please reach out.

#### **-Lesson Plans-**

Lesson plans are developed in advance and are maintained in each classroom. Parents may access lesson plans to help determine the anticipated activities and skills the children are developing by talking with their teacher. Lesson plans are posted in each classroom and updated weekly. Older children also learn the same concepts as the younger, but with increasingly more sophistication.

#### **-Media And Technology-**

Teachers are responsible for selecting appropriate literature and media which are developmentally age appropriate for each student and support the Christian principles and belief at KCLC. Any questions concerning appropriate material should be given to the director for final approval. All materials are considered appropriate if a part of the chosen KCLC curriculum. However, if there is a teacher/parent concern, the final decision is made by the Director.

#### **-Parties-**

Holiday parties are planned to reinforce learning through themes within the curriculum and parents are encouraged to attend. Parties are held after rest time for classrooms (One-Three) and at 10:30 for our VPK Classroom.

#### **-Supplies-**

Infants will need an infant sleep sack with their arms accessible for rest time, diapers, wipes, formula/breast milk to last the day.

Children ages one and older need a "Kid Napper" or cot sheet and blanket, a change of clothes and diapers and wipes if necessary. Breakfast, lunch and snacks must be sent daily. All items need to be labeled.

## **Facility Requirements**

#### **-Indoor Facilities-**

KCLC maintains a sufficient number of toys, equipment and furnishings. They are suitable to each child's age and development, safe and maintained in a sanitary condition with a regular sanitizing schedule.

#### **-Outdoor Play Spaces and Equipment-**

The outdoor play area is inspected daily and is clean of litter, nails, glass and other obvious hazards. Bottled water/coolers can be used in the play area with disposable cups.

### **-Safety-**

Children are never left unattended for any reason. Outside front doors must be monitored to ensure immediate parental access. KCLC Is a tobacco free environment. Use of any tobacco product indoors or outdoors is strictly prohibited. Chaperones are also prohibited from smoking while attending any KCLC Events. Pets brought on campus during drop off/pick up must always remain in the vehicle while on campus. Only registered service dogs will be allowed in campus buildings with the approval of administration. No Firearms shall be brought on the premises. To ensure the safety and well-being of our students, KidCity Learning Center requires that anyone who transports a child, either dropping off or picking up, and leaves the building with the child must be at least 18 years of age and possess a valid driver's license. This policy is in place to comply with licensing regulations and to provide an added layer of security for the children in our care.

## **Family and Community Relations**

### **-Community Connections-**

KCLC works closely with various agencies in the community. Screenings, demonstrations and guest speakers are regularly scheduled for on campus events this includes but is not limited to local police, fire and medical organizations. We are a member of the local chamber of commerce,

### **-Parent Conferences-**

Early learning skills are vital to the success of your child for their future learning. KCLC will monitor the growth and development of all children in our program and address any possible delays. Conferences will be scheduled as needed. Do not meet with a teacher while he/she is teaching during the day. Contact the Director and we will schedule a meeting.

### **-Parent Communication-**

All families must agree to work in partnership with KCLC by supporting the program, following communication channels and biblical standards. Your child's

success is directly connected to your involvement at KCLC. (e.g. communicating regularly, supporting learning objectives.)

Notes and daily comments to parents regularly build family-school relationships.

It is our commitment to be in regular communication with parents about the progress of your child, events and news from KCLC. Always address any questions about the classroom, procedures, activities, etc. First with the classroom teacher, if you need to proceed further, please reach out to the director directly [dorothy@thefathershouse.com](mailto:dorothy@thefathershouse.com)

# Volunteer Opportunities

## **FIRST AID AND EMERGENCY PROCEDURES**

### **-CPR & FIRST AID-**

Current procedures for infant and child CPR are posted and reviewed regularly with the staff. An accident or incident form is completed for all accidents and/or injuries and signed by the Parent/Guardian at pick up. Staff are regularly instructed in CPR and first aid procedures for all ages of children served by KCLC.

### **-EMERGENCY TREATMENT-**

KCLC will follow the written instructions from parents in arranging for immediate treatment in emergencies.

### **-FIRST AID SUPPLIES-**

There is a first aid manual that is always available. All medications are stored separately and placed in a locked closet out of reach of children. Every classroom must have a small first aid kit available including cloth and disinfected soap, pre-moistened wipes, bandages, cotton balls and gloves.

### **-HOT DAYS-**

On days of inclement or excessively hot weather of 100 degrees or more, children will be kept inside to play in the gym area.



### **-PARENTAL NOTIFICATION-**

Parents are notified immediately of any serious illness or injury to their child and their specific instructions regarding actions to be taken are obtained. If the parents or persons designated to be called in case of an emergency, serious illness or injury cannot be reached, KCLC staff will contact those sources designated on the enrollment form for your child.

### **-TORNADOES, FIRE, EARTHQUAKES-**

Emergency drills and proper safety procedures for disasters are practiced on a regular basis. KCLC is annually inspected by the local fire department to maintain our accreditation status.

### **-UNIVERSAL BODILY FLUID KIT-**

A universal bodily fluid kit is available and is located out of the reach of students behind the bus station in the locked closet.

### **-HEALTH AND SAFETY-**

### **-ARRIVING/DEPARTING SCHOOL-**

All preschoolers **MUST** be brought into the building and signed in for safety/security reasons. Children cannot be dropped off in front or sent upstairs to class alone. Caregivers will sign in at the Bus Station using Procare. It is extremely important to indicate any changes that day for pick-up. We ask that your children be at KidCity before 09:00 a.m. unless they have a scheduled appointment. Most enrichment programs start at 9:00 a.m. No children are allowed to be dropped off after 11:00 am due to nap time.

### **-PICKING UP YOUR CHILD:-**

it is **CRITICAL** that we have the correct daily information on when and how your child is leaving KCLC. Please report first to the Bus Station to sign your child out.

It is important to have a picture ID with you. The office staff may need to verify that you are on the child's authorized pick-up list. Only people listed on the Emergency Contact form are authorized to pick up your child.

All students must be picked up **PRIOR to 5:30 p.m.** Our professional, hardworking staff is dedicated in providing excellent care for your children. Your prompt arrival to pick up your child will help show your appreciation and respect for the KCLC staff personal time. We understand emergencies may occur. Please call the school as soon as possible when you know you will be delayed. We will care for your child until you arrive, but please note that the following policies apply anytime you are delayed:

Any child picked up after 5:30 p.m. will be assessed overtime charges. Charges are based on cell phone time.

**Overtime charges are \$1 per minute per child.** After 6:00 p.m. every attempt will be made to reach you or a person authorized on the emergency form you provided. However, if we are unable to make contact by 6:30 p.m., we are obligated to notify the proper authorities to assist in locating appropriate care for your child.

#### **CHILD CUSTODY ARRANGEMENTS**

KCLC cannot withhold a child from a parent or legal guardian unless written legal notification is presented from the court on behalf of the custodial parent or guardian. A copy must be on file in the office.

#### **-LOST AND FOUND-**

A Lost and Found area is located in the office area. Please check frequently or when your child's items are missing. We request that you mark all of your child's belongings using a permanent marker with the child's first initial and last name. Items that are not claimed are donated to a charitable organization periodically throughout the year.

#### **-ON-SITE FIELD TRIPS-**

All children ages 1 and older participate in Wednesday Worship at TFH next door. Parents must sign the consent form for this activity and walk around the building and playground. On-site field trips are thoroughly supervised with no child left unattended. Staff/child ratios for supervision are followed as per FLOCS accreditation.

### **-OPEN DOOR POLICY-**

KCLC is open and available for a visit at any time during business hours.

### **-PERSONAL BELONGINGS/DRESS OF CHILDREN-**

Please send your child comfortable play clothes. Athletic style shoes are the best for child safety. Flip flops pointed shoes (cowboy boots) and high heels are NOT allowed. Children will not be permitted on equipment with unsafe footwear. As the children become older and begin to understand modesty, we ask that all girls, ages four (4) and five (5), wear shorts under a skirt.

ALL bottles must be labeled with the child's name and date. Please label your child's coats, jackets, or sweaters when they wear them to school. We request that you mark all of your child's belongings using a permanent marker.

EXTRA CHANGE OF CLOTHING: Children are provided with personal space for their belongings. Children over the age of three (3) should have an extra set of clothes, including socks, in a zip lock freezer bag (mark each item with your child's name) available in case of emergencies and accidents. We recommend at least two (2) changes for babies and toddlers, and three (3) or more changes for those children who are potty training. It is the parent's responsibility to provide the clothing, and the center's responsibility to notify the parent if clothes are needed.

### **-RESTING ATMOSPHERE-**

Children, ages one (1) year and older, will have a rest or nap time every afternoon. Each child's 'Kid-Napper' or (blankets, pillows), and stuffed animals must be taken home to launder at the end of the week and returned Monday morning. Students are not required to sleep, but they must lie down quietly. When music (radio or tape) is played during nap time, music selections will be age appropriate, soft and low volume. Reading and quiet activities will be available for early risers and non-sleepers, appropriate to the age group.

## **-TOYS, GAMES-**

Please do not allow your child to bring toys from home unless requested by the teacher. Even when willing to share, this can cause potential problems if an item is lost or broken accidentally by another.

## **-ILLNESS AND MEDICATION-**

### **ILLNESSES**

Do not bring your child if he/she exhibits any of the below listed symptoms. A child who becomes ill during the day will be kept away from other children and will be monitored for a period of time by the director or representative. If symptoms of illness persist, the parent will be contacted and asked to pick up their child(ren) and anyone who resides in the household who attends KCLC. For the protection of all of our children, our health policy is strictly enforced.

If appropriate, the child should be on medicine for 24 hours and provide a note from the physician **BEFORE** returning to school. Also, the child should be symptom and fever free.

Possible symptoms:

**FEVER:** Temperature that shows a sudden spike of 100.0 degrees or higher.

**RESPIRATORY:** Breathing difficulties, wheezing or strong constant cough causing the child to become flushed or red in face – making a whooping sound.

**VOMITING:** If the child shows signs of illness and continues to vomit.

**DIARRHEA:** When characterized by frequent watery or green-colored bowel movements, which are not related to medications or food reactions. If a child has 3 loose stools, they will be sent home.

**RASH:** Undiagnosed rash other than mild diaper or heat rash. Rash relating to medicine should be brought to the teacher's attention so that they will not be alarmed.

**SORE THROAT:** Sore throat that needs culturing because other signs, such as heavy or green nasal discharge, are present.

**COMMUNICABLE DISEASES:** Any child suspected of having a communicable disease, infectious disease, or contagious condition will be placed in a designated isolation area. The condition is reported to the parent, and the child is removed from the facility as soon as possible. Children shall not return to the childcare facility until the symptoms of a communicable illness are no longer present, or a written statement from a physician attesting to the fact that the child has been appropriately treated has been provided. Re-admittance to the childcare center for the following communicable diseases shall be:

**CHICKEN POX:** All lesions are dry and crusted.

**IMPETIGO:** (Blisters covered with honey-colored crusts) – At least 24 hours after the start of medication. If there is no improvement in 48 hours, the child should be reassessed by the physician.

**CONJUNCTIVITIS:** (“Pink Eye” – redness of eye with burning and thick purulent discharge) – At least 24 hours after the start of medication and/or drainage present.

**LICE OR SCABIES:** Following medical treatment. Nits must be removed.

**PIN WORMS:** No restrictions following the start of treatment.

**HEPATITIS:** Physician’s statement required for re-admittance.

**STREP THROAT:** No sooner than 48 hours after the start of oral medication or 24 hours after injection.

Other symptoms that the center deems necessary.

## **RETURNING TO SCHOOL AFTER AN ILLNESS**

When your child returns from an absence due to an illness, a note signed by the physician is required, stating the child is not contagious. Otherwise, re-admittance is not allowed. All children attending KCLC must be well enough to participate in all activities, including outdoor play.

## **-MEDICATION PROCEDURES-**

The following steps must be followed if medicine is administered at the center:

No medication, oral or topical, will be given to a child **if it is the first application or dose** due to possible allergic reaction.

We will need you to complete a medication form PRIOR to administering anything. Parents must bring medicine directly to the office in the original bottle.

A measuring spoon should be included with any medication

Medications will not be dispensed in bottles or cups.

Medications will not be given to treat a fever.

If your child is younger than the recommended age for the dosage, it will NOT be given. KCLC will not give fever-reducing medications, except with a doctor's note for pain or the two days following shots – proven by the form/shot record turned into the office.

It is never allowable to administer medication “as needed” or “if headache, stomachache.”

Asthmatic or allergic reactions may require on the spot decisions. The parent is responsible for maintaining current medication at the center, and the procedures should be predetermined by the staff and parent.

## **-NUTRITION AND FOOD SERVICES-**

### **-FOOD PROTECTION-**

Each room is equipped with a refrigerator and sink to maintain healthy food serving and eating practices.

### **-INFANT ROOM FEEDING-**

Due to the extreme risk of choking, solid foods, including cereal, may not be given in bottles or with infant feeders to children with normal feeding habits unless authorized by a physician. Solid foods may not be fed to an infant younger than four (4) months of age unless directed by a physician. Solid foods must be of a safe consistency and must be developmentally appropriate for the age and developmental ability of the infant.

### **-NUTRITION GUIDELINES-**

There are two scheduled times for snacks. Time is provided to eat a mid-morning and mid-afternoon snack in addition to meals to meet the child's nutritional needs. Mid-morning snacks may be omitted if the timespan between breakfast and lunch does not exceed three (3) hours. Snacks shall be served at least two (2) hours before scheduled meals. All snacks for children aged one (1) and older need to be prepared at home and brought to school in a non-glass container. Special diets must be brought from home and not prepared at the facility. All special diets, including baby formula, must be labeled with the child's name. Infants shall be individually fed. There shall be no propped bottles for infants and no mechanical devices used for feeding. Toddlers shall be supervised at feeding and offered food appropriate for their age. Formula shall be furnished by the parent and shall be refrigerated and handled in a sanitary manner by the childcare personnel. All bottles shall be labeled with the child's name and date. All bottles, cups, pacifiers, and other items brought from home need to be clearly marked with your child's name or initials. For the safety of other children, medication cannot be dispensed in bottles or cups.

### **-PARENT INITIATED NUTRITION PLAN-**

All meals, formulas and/or snacks are furnished by the child's parents. Please include all items needed for lunch, especially utensils, napkins, and drinks. Foods warmed in the morning at home will still be warm at lunch if placed in a thermos type container. Sharing home cooked meals with anyone other than a sibling is not allowed. Foods that are associated with young children's choking incidents must not be served to children under 4 years of age, such as, but not limited to, whole/round hot dogs, popcorn, pretzel nuggets, whole grapes, nuts, cheese cubes/sticks and any food that is of similar shape and size of the trachea/windpipe. Food for infants must be cut into pieces  $\frac{1}{4}$  inch or smaller, food for toddlers must be cut into pieces  $\frac{1}{2}$  inch or

smaller to prevent choking. **This applies to all food, even food provided by parents/guardians.**

### **-SPECIAL OCCASIONS-**

Please feel free to bring cupcakes or a special treat for the class. Celebrations normally take place during afternoon snack time. Do not ask teachers to give party invitations to individual children. If you would like to distribute invitations at school for a private party, it is necessary to include each and every child in the class.

### **-PARENT/VOLUNTEER COMMITMENT-**

Research supports increased learning of a child when his/her parent(s) are involved regularly with the teachers, school, and learning activities. There are many areas where we encourage our parents to participate. Several activities can be adjusted to fit your schedule and time capabilities.

### **VOLUNTEER OPPORTUNITIES**

Open House/Orientation, Parent/teacher conferences

School related informational/organizational meetings and other school sponsored activities

Service during the school day to help in classrooms, or offices

Reading to a child, preparing books, etc.

Assistance with cutting paper, making copies, collating forms, organizing

Office assistance with the phone, technology, data entry

Parent/Student activities

Service at any school function such as school programs, performances, field trips or any other function where parent involvement is assigned.

Service at any school fundraiser as approved by the director.

Service on projects at home such as cutting, sewing, organizing, or any other project where parent involvement is requested.



