

Kids University



The Wise Choice...

PARENT HANDBOOK

Parent Handbook

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WELCOME TO KIDS UNIVERSITY



Kids University's program is designed to enhance your child's development through social, educational, physical and emotional stimulation by providing the highest quality childcare and preschool education. Our staff is committed to meet each child's individual needs in a loving, nurturing manner through a fun, safe and educational environment.

This Parent Handbook is designed to familiarize you with our policies and procedures. It will assist you in recognizing the center's responsibilities and the parent's responsibilities. The policies and procedures have been carefully developed to promote the success of each child and the school as a whole. Therefore, the policies apply to all parents and may not be changed on a parent by parent basis. It is the responsibility of the director to enforce these policies for the legal and financial protection of the school.

In order for children to feel secure and benefit the most from their experience at Kids University, we encourage you, the parent, to become involved with your child's development at school. This will assist each child in the transition and connection between home and school. We have an "Open Door" policy. We welcome you to visit or call the school anytime during the day or meet with us for a conference. Your comments and concerns assist us in providing the highest quality program and environment for each child.

Please review the policies outlined here. Should you have any questions or comments let us know.

Kids University is licensed for the care of infants, toddlers, preschoolers, and school age children. Kids University does not discriminate upon the basis of race, color, religion, sex, or national origin.

The staff and administration of Kids University look forward to providing you and your child with a quality early childhood learning experience. Thank you for allowing us to be a part of your child's growth and development.

KIDS UNIVERSITY

MISSION STATEMENT

Kids University is an innovative preschool and child care company. We promote quality education in a safe, family oriented environment to prepare our children for future learning experiences, emphasizing the development of physical, cognitive, emotional, social, creative and academic skills. Kids University strives to meet the growing needs of the community for affordable, quality preschool, child care and special needs programs.

VISION

Kids University plans to be the leader in high quality, multi-cultural, family oriented education. We understand that the early years of childhood development are the most critical for the success of every child. **Our curriculum is designed to be state of the art, offering a balanced hands-on program based on academic readiness and the growth and development of the whole child.**

Our centers will continue to offer many innovative programs to all families that will meet the increasing needs of the community for a balanced program in child care and early education and childhood development. Many center locations offer federally subsidized child care, state and county funded programs, voucher programs and special needs programs.

GOAL

We strive to be the preschool and child care leader in each market that we have a presence. Our leadership will be in all areas of early childhood and academic development for each child in addition to being conveniently located and financially affordable for our families. Kids University will become the center of the community for early childhood development, child care, parenting classes and community activities.

KIDS UNIVERSITY MEETS THE NEEDS OF THE CHILDREN

To define Kids University as a childcare center would be an incomplete definition. While child care is certainly a critical part of Kids University's program, it is the early childhood development and educational programs that separate Kids University from the rest of the industry. Kids University focuses on the individual needs of each child. We provide them with the tools to be successful in their transition from preschool to elementary school and we set a positive foundation for all future learning experiences.

Kids University provides an environment for learning by using age appropriate materials and setting realistic goals for each child. Part of this successful transition from preschool to elementary school and future learning experiences includes:

- The ability to function in a group setting.
- The ability to use cognitive thinking and problem solving skills.
- Exposure to concepts in reading, math, language, science, social studies, art and music through the use of fun and creative materials.
- The emotional, social, cognitive, creative and physical needs of each child are addressed through a variety of challenging and fun experiences.
- Technology is important and Kids University's children experience the fun of learning through computers.
- Kids University's children experience recreational activities in our indoor play area, "Ollie's Neighborhood" as well as our large, well-equipped outdoor playground areas.
- Kids University's building design provides a floor plan that is spacious, light and airy, using the maximum square footage for the children's use, with maximum visibility.

KIDS UNIVERSITY'S EDUCATIONAL PHILOSOPHY

At Kids University we believe that **all children can learn**. We also believe that the key to learning is creating a positive environment that focuses on the development of the child's self esteem, confidence, natural curiosity and desire to learn.

One of the failures of education in this country today is that many educators look at children as a group rather than as individuals. At Kids University we look at the individual child and focus on the individual needs of each child using a variety of hands-on materials. We provide a solid one-on-one relationship of teacher to child in a safe, nurturing and fun environment. We know that the children who come to us have a natural curiosity and desire to learn. It is our job to focus the energy of these children into a fun and challenging curriculum where they learn to solve problems through cognitive thinking, have exposure to seven academic areas and learn to socialize within acceptable parameters in a non-threatening, stimulating and fun environment.

Our trained professional staff uses a variety of methods to enhance the emotional growth and personality of each child, from infants to school age children. At Kids University participation is encouraged; there are no wrong answers. There is an emphasis on encouraging each child to express his/her feelings and thoughts in a positive environment that will build his/her self-esteem and confidence.

KIDS UNIVERSITY'S EARLY CHILDHOOD CURRICULUM

Research has shown that the first five years of a child's life are critical in terms of personal and educational growth. It is in these early years that children develop their self esteem, confidence and love of learning.

At Kids University we take our children's natural curiosity and focus on the areas of reading, math, language, art, music, science, social studies and cognitive thinking skills in a fun and creative environment. Of equal importance is the physical, social, emotional and creative development of each child. Kids University's curriculum ensures that each child has a totally comprehensive preschool experience.

Kids University's curriculum program is designed to meet the needs of children from six weeks to five years old. In addition, Kids University offers an enrichment program for ages six through twelve years of age. Our curriculum program is based on meeting the individual needs and expectations of each child. We use a hands-on approach to learning with teachers who creatively interact with the children in order to achieve success.

LICENSING

The current year's license for operation can be found posted in each center's office. A copy of the local rules and regulations governing the licensing of the center is available for review at any time. Please ask the director. The licensing record for each center is also available through the Department of Children and Families or the Child Care Division of HRS.

Kids University personnel have been screened and processed and meet all state and local requirements for child care employment.

HOURS

This Kids University is open Monday through Friday from 6:30 A.M. until 7:00 P.M. The Academy provides full time and part time services, *before and *after school, and *summer camp for school age children.

VISITATION

You may visit your child at Kids University at any time. Unannounced visits are encouraged and welcomed. State law requires that all visitors must sign-in at the front desk before entering the school and may be required to present proof of identification. Additionally, we are interested in presenting the children with as many varied experiences as possible. If you would like to be a guest speaker or know someone with an interesting talent or job, please do not hesitate to contact us. We also like changes of scenery and learning through field trips. If you know of any interesting destinations, please share them with us.

*Programs may vary from school to school. Please ask the director to verify programs available at your school.

PARENT INVOLVEMENT

Most children need loving support during the transition from home to school. Starting school is an exciting experience for a child, but it can also be a difficult transition. This is probably not the first time your child has been separated from his or her family. However, it is probably the longest amount of time combined with an unfamiliar environment. To make this transition as easy as possible, separation should be accomplished gradually.

The following may assist you and your child in making this separation a happy experience:

If possible, you and your child should visit the school before the child's first day. This will help to alleviate some of your anxiety, feeling of guilt and fear of leaving your child for the first time. Annual open house orientations are held prior to fall enrollment. However, if you are enrolling your child at a different time of the year, the school's director will gladly schedule an orientation that is convenient for you and your child. During this visit, you and your child will have the opportunity to meet his/her teacher(s) and classmates. You will both have the opportunity to tour the entire school. Visiting before attendance will assist your child in getting acquainted with the new surroundings. The director will be able to explain your child's schedule, answer all of your questions, show you where to find the parent's information board, instruct you on Kids University's electronic sign-in and sign-out procedures and other important information.

Please complete the questionnaire in the enrollment package regarding your child and family. Return it prior to the child's first day so that your child's teacher will have advance information to assist your child in adjusting to his/her new environment.

You are encouraged to spend some extra time on your first few visits until your child has settled in.

You may want to send an item to school with your child that will add to his/her comfort and security. This could be a favorite blanket, stuffed animal, a family picture, etc.

A parent or any other adult should never leave without saying "good-bye" to the child. However, when you do leave, say "goodbye" and leave without hesitation.

If possible, you may want to pickup your child a little earlier the first few days to allow for adjustment.

Never tell your child that you will be right back. Children become very apprehensive about whether you are really coming back when you don't return right away.

After the Fact Blues – Most baffling of all is the After the Fact Blues. It occurs when a child who has been looking forward to going to school, who has come home with exciting stories to share about the first few days decides "I'm not going!" The

immediate and obvious reaction for the parent is to say... "What happened yesterday?" You call the school... you're told all was fine. Your thoughts ... "They're keeping something from me!" In actuality, your child has suddenly realized that things are different. This is the way it is going to be every day. The adjustment has come later than expected and reality has set in. Give your child reassurance. Let the teacher know so that the teacher can also reassure the child that this is a natural occurrence. The child's fretfulness is not a result of unhappiness at school, but rather an adjustment to the new situation and change. Learning to accept change is a normal part of a child's emotional development.

Understand that a child's emotions are similar to those of adults. Give your child some extra time, personal contact and love during the first few days. Allow the beginning days at the center to be gentle, casual and non-threatening. Don't be over anxious by constantly reminding the child of school while at home. Keep conversation light, responding to questions and comments from the child.

If a child cries at separation, the child will seldom continue to do so for more than a few minutes after the parent is out of sight. The teacher is usually able to divert the child's attention to an activity or another child(ren), which will take your child's mind off your absence.

Be assured that your child's teacher and the director are aware and sensitive to this transition period. Please feel free to call during the day to check on your child. If crying continues for an extended period of time, you will be contacted.

Don't give up. A word of encouragement. Just when a parent and teacher are about to give up in despair, the problem disappears. The child settles in as if he/she had been going to school for years, and all is well. Infrequently this change comes about when a new child enters and the once insecure child feels a sense of belonging in the classroom.

There is no single answer to overcoming the transition from home to school. Teachers must follow their intuition and constantly communicate with the parent. The parent must trust the teachers. The child must trust the teachers. And, the teachers must trust that the parents really want what is best for their child.

The most vital learning task for a child at the start of school is that school is a comfortable place to be and that the parent will return as promised.

CREATING THE PARTNERSHIP

A working partnership must be just that – working together in every possible way. We begin by laying out the welcome mat. Kids University has an “Open Door” policy. Feel free to visit at any time. Effective communication is essential to the smooth functioning and well being as a community of families. Feel free to observe your child’s class. Parents/guardians may tour all parts of the center and are welcome to eat lunch with their children on occasion. Parent/Guardians can participate in field trips, open house, help with parties and the many annual Special Events. Parent/Guardian – Teacher conferences are held quarterly to keep you informed of your child’s progress. However, you may schedule a conference at anytime. You are encouraged to speak to your child’s teacher as frequently as possible. If you have questions, concerns or comments that you feel need to be addressed, please do not hesitate to speak to the director. Our goal is to provide constant, open communication with you the parent as well as resolve any concerns you may have.

If your schedule does not permit you to visit during the school day, you can still be a part of your child’s growth and development. You will have much to share with your child.

Kids University’s infant and toddler programs send home daily reports giving you the opportunity to participate in your child’s experiences at home. Our preschool program provides you with weekly reports. Encourage your child to share his or her experiences. Talk about the fun things your child did in school. Discuss his/her favorite part of the day. Talk about the teachers, new friends and special events that have taken place or are happening in the near future. Each day is a full day of living and learning even on those days your child does not bring something home to share with you.

PARENT INFORMATION BOARDS

Bulletin boards are located in each classroom as well as the front reception area. The boards are used to post classes, announcements, meetings, work to be done, menus, monthly calendar of events, daily schedules and much more. Please check it daily for new information.

Family folders are located in each classroom. Please check it daily for letters, memos, reports and your child's work.

Form folders are located at the front reception desk. For your convenience, medication authorizations, authorizations for pickup, emergency information updates and other forms needed on a daily basis can be obtained and completed with ease.

HOME/SCHOOL PARTNERSHIP

Uniting home and school is important to the overall success of your child's development. Occasional projects/activities are sent home to promote this unity. Research shows that being an involved parent will enhance your child's development and learning experience and success in the future. Ask your director or teacher for a list of additional ways that you can become involved.

SUPPLIES

Parents are responsible for providing the following items. Please bring the supplies appropriate to your child's age group on or before the first day of attendance. **All items must be labeled.** We cannot be responsible for any unlabeled items.

Infant Supplies

Daily Nutritional needs which include, but are not limited to:

- Daily Formula in Bottles w/Caps, both labeled (**All bottles must be accompanied with a cap.** This is a government requirement)
- Daily Solid Foods (cereals, fruits, vegetables, etc.), labeled
- Adequate Supply of Diapers
- Infant/Baby Wipes
- Ointments and Powders (Vaseline, A & D, Balmex & Desitin
Must complete a medication permission form as required by the County.)
- 2 Complete Changes of Clothing
- Pacifier, Blankets, Bibs
- Box of Large Zip Lock Bags

Toddler Supplies

Same as Infant Supplies

- Paint Shirt (adult old short sleeve shirt)
- 3 Pair of Training Pants
- Box of Large Zip Lock Bags
- Box of Tissues

Pre-School Supplies

- 2 Complete sets of Clothing
- Paint shirt (adult old short sleeve shirt)
- Small Blanket, labeled
- Box of Large Zip Lock Bags
- Box of Tissues

Your recyclables are valuable to our school. The following items are useful for art projects and other school activities:

Computer Paper	Shoe Boxes	Felt, Trims and Fabric Scraps
Egg Cartons	Milk Cartons	Styrofoam Meat Trays
Plastic Margarine Tubs	Gift Wrap	Empty Thread Spools
Film Cans	Tinker Toys	Tin Cans
Juice Cans	Toothpicks	Toys
Paper Sacks	Packing Materials	Safety Pins
Old Jewelry	Nylons/Panty Hose	Old Dishes
Buttons	String	Lids
Baby Food Jars	Foil	Shoes
Clothespins	Foil Pie Pans	Newspaper
Waxed Paper	String	Yarn
Paper/plastic Straws	Old Cameras	Tea Strainers
Candles	Old Pots	Paint Brushes
Empty Boxes	Silverware	Newspaper
Eye Droppers	Tubing	Springs
Magnets	Shoelaces	Sandpaper
Carpet Scraps	Detergent Boxes	Plastic Bottles
Cardboard/Pasteboard	Feathers	Paper Roll Cores
Hats	Purses	
Dress Up Clothes	Books	

KIDS UNIVERSITY STAFF

Each staff member is carefully selected based on the experience, knowledge, skills and abilities they possess in the field of early childhood development and their enthusiasm for teaching children the joy of learning. Every staff member is observed interacting with children and questioned about their ability to carry out Kids University's Philosophy, Mission and Goal. They must complete all screening and training requirements before being placed in the classroom. This includes a criminal record check, a minimum of three verified employment references, and physical examination and TB certification. Each staff member meets all state and local requirements for child care employment. After hiring the best qualified persons to represent the Kids University team they must complete a 90-day probationary period in which they are closely monitored and evaluated. In addition, all staff members participate in continuing professional education and training courses and receive on going evaluations.

ENROLLMENT

A parent/guardian wishing to learn more about Kids University should call to schedule a tour at one of our schools. We encourage the child to visit with you so they will be able to meet the director and teachers and see all of the exciting equipment and materials at the center. During this visit you will have the opportunity to tour the school and ask any questions you may have. You will be given information and an explanation of all the policies and procedures which will assist you in selecting the best preschool/childcare available to meet your family's needs.

Once you have made the decision to enroll your child at Kids University you must complete, sign and return all of the required forms in the enrollment package. A current physical examination report and immunization record completed by a physician must accompany your enrollment application. You will need to pay the non-refundable registration/enrollment fee, one week's tuition deposit and the first week of your child's tuition.

According to state law, specific forms must be completed and returned before any child can attend class. All of these forms are included in the enrollment package that you receive from your director except for, a current health appraisal completed by a physician and a current record of all state required immunizations, vaccinations and boosters. These forms are obtained through a physician's office. In addition, the following are also included in the enrollment package to assist Kids University in the development, safety and protection of each child:

- Signed Receipt Acknowledging Acceptance of Parent Handbook
- New Student Information Sheet
- Rate Schedule
- Parent/Child Questionnaire
- Photo Consent and Release
- Permission Slip/Emergency Authorization
- Non-Authorized Child Pick-up Password

It is the responsibility of the parent/guardian to keep the director informed of any changes in information including address, telephone numbers, employment, emergency contacts, authorization for pickup and to update your child's health record as new immunizations, vaccinations or booster are required.

WAITING LIST

Kids University accepts applicants on a first-come basis and does not discriminate on the basis of race, national origin, sex or religion.

At some Kids University locations space is limited due to the high demand for quality preschool and child care. If there is not a space immediately available for your child, he/she may be placed on our waiting list. This waiting list is maintained based on the date of the application and the age of the child. You will be called in the order in which your child is on the waiting list as an opening occurs.

Priority is given to all children currently enrolled at Kids University and ready to advance to the next age group.

You will forfeit your position on the waiting list and we will not be able to hold an opening if you decline the opportunity to register when notified that an opening has become available.

CHILDREN WITH SPECIAL NEEDS

Children with special needs are accepted at Kids University when it is determined that the child can benefit from the programs and learning environment of the center and that their attendance at the center will not have an adverse affect on the learning experiences of the other children. In most cases, all students benefit from the inclusion of special needs children into a regular classroom situation. It is important for children to appreciate the differences in people and to be sensitive to people that are challenged in specific areas. It is helpful to the Kids University staff when parents are able to provide us with specific information to address the needs of the children so that the staff can customize the programs to meet those needs. We want your child's experience to be a positive one. We will make every effort, working with the parent and professionals when needed, to determine if our program best suits your child's needs.

REGISTRATION

A non-refundable registration/enrollment fee in the amount of \$75.00 is required for each child. This fee is due at the initial registration and enrollment of your child. An annual, non-refundable re-registration fee is due during the month of May to hold your child's classroom assignment for the next school calendar year as designated by the County School District.

If your child attends our Summer Camp Program there will be a \$75.00 activity fee due before our Summer Camp Program begins.

If a child is withdrawn from the school, the registration/enrollment fee must be paid again. Written notice of a child's withdrawal is required two weeks prior to the actual withdrawal or you will be billed for this amount.

TUITION / FEES

If tuition is paid monthly, it is due on the first school day of each month. Monthly tuition will be considered late on the fifth working day of each month and a late fee of \$25.00 will be assessed and due immediately with the monthly tuition. If tuition is paid weekly, it is due on Friday prior to the week starting, or on the first day of your child's attendance for that week's care. If payment is not received by Tuesday morning before 9:00 AM, a \$25.00 late fee will be added to your payment due.

Please discuss, with the director, any extenuating circumstances that would prevent you from paying in a timely manner prior to it becoming a problem. Failure to pay tuition in a timely manner may terminate your child's enrollment.

Weekly tuition is due in full according to your child's rate schedule whether or not your child attends. Should you withdraw your child from school, no credit or refund will be given. Return to school would require payment of a re-registration fee.

Payment may be made by check, cash or money order. A payment box is located in the reception area for your convenience. Please see the director if you request a written receipt for your check. Cash payments must be placed in a sealed envelope with your name, date and amount written on the outside of the envelope. The envelope should be given to the director or authorized person in charge and a receipt will be written. There is a \$29.00 fee plus any bank charges incurred for any returned check. In the event that any parent issues two returned checks within a twelve-month period, that parent will be required to pay all future tuition in cash, money order or by official check.

A 10% discount on tuition will be extended to the oldest child in those families who are enrolling more than one full time student.

Your child's welfare is of the utmost importance to us. One of the occurrences that creates anxiety and affects the self esteem of your child is picking your child up late. In order to ensure that your child's experience at Kids University is a positive one, we enforce a strict adherence to the daily pick up time. A fee of \$1.00 per minute will be assessed and due at the time of arrival. We are aware that emergencies do occur. Should you find yourself in this situation please call the school to inform them of your difficulty so the director can notify your child that you will be arriving late. Should you expect a significant delay, (more than 15 minutes) please make arrangements for an authorized person to pick up your child. Should your delay be in excess of 60 minutes and we have had no contact from you, we are required by law to notify the proper governmental authorities of your abandonment. Your child will then be placed in the hands of the proper local governmental agency.

TERMINATION OF ENROLLMENT

The director of Kids University may make the decision to discontinue a child's attendance at the school if a problematic situation continues to occur and every effort to correct the situation has failed. This decision will be determined based on the best interest of the child, the other children in the class and the overall operation of the school. Termination of enrollment may result due to any of the following circumstances:

- Non-payment of tuition
- Continued violation of Kids University policies and procedures
- Disruptive and/or dangerous behavior
- Abuse of children, staff or property
- The school's inability to meet the child's needs

Whenever possible, written notification of one week will be provided to the parent in the event of termination of enrollment.

FIELD TRIPS AND SPECIAL EVENTS

Kids University offers a variety of field trips for the older children and special events for all the children throughout the year. For children four and older, we offer field trips outside the school. Younger children can also attend these trips when accompanied by an adult. Written permission must be given for each trip and will be placed in your child's permanent folder. Transportation for these trips is provided. A transportation and emergency release must be on file in order for your child to attend the field trip. This is a state law; there can be no exceptions.

HOLIDAYS AND VACATIONS

Kids University observes the following holidays and the school will not be open:

New Year's Eve

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and the Friday after

Christmas Eve

Christmas Day

Teacher's Work Day (Friday in August prior to Back-to-School)

Regular tuition is due. There are no credits or refunds given for holidays.

If there is an emergency where Kids University has to close beyond our control, regular tuition will still be due. This includes, but not limited to, lightning, tornado, hurricane, thunderstorm, hailstorm, or any visible signs of violent weather or any situations pertaining to electrical, fire, and water. Regular tuition will still be due. No credits or refunds will be given during the first week.

After your child has been enrolled at Kids University for six months you are entitled to one week of tuition free vacation. To assist us in staffing, you are required to notify the director in writing of your plans at least two weeks in advance. Vacation days may only be taken in weekly increments. In the case of an extended illness (one week or longer in duration) vacation time may be used.

WHAT SCHEDULES ARE AVAILABLE

Kids University offers full-time, part-time and limited flexible schedules based on space availability. Each center director can provide you with detailed information of what schedules are available to you.

DAILY SCHEDULE

For your information and convenience your child's daily schedule is displayed at the entrance of their classroom. This will assist you in arranging your visits to the school and allow you to observe a variety of your child's learning experiences or to simply join us for lunch. Lesson plans with stated objectives are included on the daily schedule. This will help you discuss your child's day and reinforce what they are learning. A certain amount of routine is important to your child's feeling of security but not so structured as to limit the child's natural creative abilities and curiosity.

CLASS ASSIGNMENT

Kids University enrolls children between the ages of six weeks to twelve years old. Children are divided according to their ages. Each child is assigned to a class based on state and county regulated teacher/child ratios. **Your director will complete this information.**

Child/Teacher Classroom Ratios

<u>AGE</u>	<u>RATIO</u>
Infants	1 teacher to 4 children
Ones	1 teacher to 6 children
Twos	1 teacher to 11 children
Threes	1 teacher to 15 children
Fours	1 teacher to 20 children
School Age	1 teacher to 25 children

CONFLICT RESOLUTION

As part of our emphasis in developing cognitive (thinking) and problem solving skills, we work with the children to resolve disagreements through their own efforts. Conflict resolution techniques give each child the ability to use his/her own intellect to solve disagreements within their peer group.

When conflict arises our teachers guide the children through the process in the following manner:

- The facilitating adult should sit or squat down so that she/he is at eye level to the children.
- Participants should make visual contact with each other and each person has a chance to talk with the other person after the conflict arises.
- One child speaks at a time. This is achieved by placing an object in the hand of the child who is to speak. This will serve to remind the children that only the person holding the object may speak. This eliminates interruption and frustration and at the same time teaches the children to listen to the other person's point of view.
- Each person has the opportunity to tell his/her side of the story including feelings and what he/she wants the outcome to be. After one person has finished talking, the other person(s) repeat the process.
- Participants suggest possible solutions.

The facilitating adult may need to offer assistance, suggest wording, draw out feelings or offer possible solutions, but, have patience with the young people so that the work of resolving the conflict is theirs and they "own it".

Natural Consequence/Logical Consequence: This means that the children are allowed to experience and deal with the consequences of their actions.

- If a child is carrying a container with too much water in it, it may spill. This is a natural consequence.
- Spilled water must be wiped up. This is the logical consequence.

Controlling the Environment: When the natural consequence/logical consequence method has failed, controlling the environment may be implemented. This may mean removing the object that is causing the problem situation.

- If an area has not been put back in order after use, it may be restricted.
- Children will be told that this method of discipline is imminent. (The hat will be put away if we repeatedly find it on the ground; the blocks will be off limits if no one puts them back in order after using them, etc.)
- When the environment is controlled, it will be controlled only for a short period of time and only when a consequence has been previously discussed.

DISCIPLINE POLICY

Very often a child's first recognition and first success in getting the attention of the significant adults in their life is through misbehavior. This can also be true in a classroom environment. Kids University emphasizes to its teachers the importance of recognizing the positive behavior of a child and reinforcing this positive behavior through praise and recognition.

Our goal is to create an environment that teaches each child to seek recognition through positive behavior and being engaged in the classroom with the teacher and the other children. We focus on promoting positive self esteem, self discipline and emotional development. We assist in guiding each child toward good choices and decisions. The first aspect of Kids University's Discipline Policy is to identify, praise and reward positive behavior. To the extent that the classroom is not interrupted, we do not recognize negative behavior. This promotes a positive classroom environment and encourages the children to gain recognition through positive participation. When the behavior of a child disrupts the goals of the teacher and the classroom, Kids University staff will redirect the child towards a more positive behavior. In most cases, this is all that is needed. If however, the behavior continues, it may be necessary to remove the child from the group to another area within the classroom. The purpose of this quiet area is for the child to think and reflect on their behavior, regain control of themselves, and redirect their energy to a more appropriate activity. When the child returns to the group, the teacher will discuss the child's alternatives, forgive the child's activities and look for an opportunity to praise the child within the next couple of minutes.

In some cases, a child might repeat the behavior that caused them to be placed in the quiet area. If this behavior is disruptive, the teacher may find it necessary to have the director speak to the child, redirect the child and set a specific goal and reward for improvement in the child's behavior.

Behavior that is chronic in nature will be brought to the attention of the parents so that the school and the parent can work together in creating a behavior modification program that can be used in school as well as home. Sometimes changes in the home or in routine can effect your child's behavior. If there are circumstances that you are aware of that may effect your child, please share this information with the director or teacher so that they can be sensitive to the needs of your child. Under some circumstances we may recommend that you seek support from the medical community.

At no time will there be any disciplinary action taken to enforce toilet training, eating or napping.

Kids University does not believe in or support the use of corporal punishment nor will it tolerate sarcasm, raised voices or derogatory remarks or comments to the children. Any Kids University teacher observed deviating from Kids University's Discipline Policy will be counseled and may be subject to dismissal.

Should the behavior of a child become a chronic problem, severe enough to endanger the welfare and safety of the other children and/or staff, the director will advise the parent that their child's enrollment at Kids University must be terminated. This action will be the last resort when all other attempts to correct this behavior have been attempted. This process will be proceeded by verbal and written communication to the parent and whenever possible one week's notice of termination will be given.

SAFETY

The safety and welfare of all children is of the utmost importance to all Kids University management and staff. From the moment a child arrives, until a child is picked up at the end of the day a child will never be left alone or unsupervised while in the care of Kids University staff.

All safety policies and procedures will be strictly observed and enforced.

There is immediate phone access in the building at all times. All emergency contact numbers are prominently displayed by every phone.

Every staff member is trained in emergency procedures in the event of fire or emergency weather alerts. Emergency exit plans are displayed in every room of the center and emergency evacuation drills are held monthly without notice.

In the event of severe weather, Kids University will follow the procedures of the local public school district. If a hurricane warning is issued while school is in session, all parents and/ or guardians will be called. At that time all children must be picked up within an hour. In the event of a hurricane, Kids University will make every effort to reopen as soon as possible. Listen to all announcements or call your school before you come to the school. If weather conditions become severe during the day and it is necessary to close the school due to dangerous conditions, parents will be notified to pick-up their child/children. Alternate emergency shelters will be listed within each school's emergency plan. See your director for details.

In the event of violent/severe weather including, but not limited to, lightning, tornado, hurricane, thunderstorm and hailstorm, or any visible signs of violent weather, all children will be immediately removed from all outside play areas. If the circumstance warrants, all children will be relocated to an interior room. When relocation is complete, attendance will be taken to ensure all children are present. If violent/severe weather should threaten during a field trip or during any other time of transportation, all children will remain at the current location until boarding the vehicle is safe or until leaving the vehicle to the destination can be done safely.

First aid kits are located in the director's office and in all school vehicles. All staff members receive training and certification in First Aid, Communicable Diseases and Child Abuse Recognition and at least one employee is on premises during all hours of operation with Pediatric CPR and first aid certification.

All staff is obligated, by law, to notify the Children's Protection Agency of any suspected cases of child abuse and neglect.

Water play safety while at the center will involve wading pools less than two feet deep or sprinklers. Staff persons will be present and supervising children at all times during water play.

Field trip safety must include:

Written and signed permission slips from the parent/guardian
Complete First Aid Kit
Proper child/staff ratios
Emergency Medical Authorizations signed by parent/guardian
Transportation Authorizations signed by parent/guardian
At least one person on staff certified in pediatric first aid and CPR
Name tags with the school name and phone number

SIGN-IN / SIGN-OUT

As the parent/guardian, you are required for the safety and security of your child/children to sign your child in and out every day. A notebook and computer station is located at the front reception desk area.

ARRIVAL AND DEPARTURE

It is required as a part of your enrollment application that you complete the section regarding authorization to pick up your child and emergency contacts. Be certain to list all restrictions for pick up as well. A separate Authorization for Student Pick-Up must also be completed for each child enrolled at Kids University. It shall remain on file in the director's office at all times. It is your responsibility to notify each emergency contact person that you have listed so they are aware that they may be contacted in the case of an emergency in which you are not available. It is also your responsibility to update this record should there be any changes in this authorization.

A child shall never enter or depart the school without a parent/guardian or staff person.

For the safety of your child, Kids University requires that you accompany your child/children into the building and deliver them into the care of the attending staff member. If your child/children are arriving later than their usual time, please call Kids University so we are aware and your child will have lunch and snacks prepared. Please be consistent in this matter. Kids University may refuse a child after 10:00 a.m., unless prior notice to the Director has been given to be in accordance with county staffing regulations.

When picking up your child make sure that an Kids University staff person acknowledges that your child is leaving.

No child will be released to anyone other than the parent/guardian unless the proper Authorization for Pick-Up documentation has been completed and is on file in the director's office. If for some reason, someone other than you will be picking up your child/children, you must first notify Kids University in writing. The person picking up the child will be required to present a photo identification before leaving with the child/children and complete a special release form available in the director's office. There are no exceptions to this policy. If a staff member is in doubt of the person who has come to pick up the child/children, they will verify the identity with the director or authorized person in charge. In the event of an emergency, should you need to designate a person not on your approved authorization for pick-up list, you must provide a password, in addition, the person must present a photo ID. Please notify the director for proper procedures.

INCIDENTS

There are many different situations that occur during a day at preschool/childcare. Though many incidents/accidents are minor, we are very sensitive to these minor incidents/accidents. To a young child a minor incident is anything but minor. Lots of TLC is given to aid in recuperating from a minor incident/accident. If no first aid is needed other than TLC and if there are no other children involved, an Ollie Incident Report will be given to you at the end of the day.

Many bumps, bruises, and scratches occur when children are active. Most of these incidents/accidents are very minor, and usually the only first aid administered is surface cleaning, a Band-Aid and lots of TLC. Kids University procedures require that a written report of all incidents/accidents be completed explaining the details (where, what, how and when). Signed copies are given to all parents and copies are placed in the children's files.

If an incident/accident involves another child/children, an incident/accident report is completed giving detailed information of where, what, how, and when. Signed copies are given to all parents and copies are placed in the children's files.

ACCIDENTS

In the event that an accident, injury or illness occurs that requires medical and/or emergency treatment the following procedures will be taken:

- The parent/guardian will be called immediately.
- When necessary, Emergency 911 will be called.
- If the parent/guardian is not available, the emergency contact person on the Emergency Medical and Transportation Authorization will be notified.
- The physician or dentist listed on the Emergency Medical and Transportation Authorization will be called for any necessary instructions.
- The child and the child's health records, emergency contacts and Emergency Medical and Transportation Authorization will be taken to the physician's office or hospital.
- A staff person will remain with the child until a parent/guardian arrives.
- An incident/accident report will be completed and signed by the director explaining the details of the accident. The parent will be given a copy to sign, and a copy will be placed in the child's file.

THE HEALTH OF YOUR CHILD

Your child's health is as important to us as it is to you. As part of your child's enrollment at Kids University, you are required to submit a current health appraisal completed by a physician and a current record of all state required immunizations, vaccinations and boosters.

ILLNESS

Please notify Kids University by 9:00 a.m. if your child will be absent due to illness. For the health and well being of your child and that of others, under no circumstances can we accept a child who is ill. Please observe your child each morning before bringing them to the center. Please do not bring your child to school if he/she:

- Has a fever or has had a fever during the previous 24 hours.
- Is in the first 24 hours of an antibiotic treatment.
- Has a persistent cough.
- Has a nasal discharge that is not clear.
- Has a symptom of a possible communicable disease. (sore throat, fever, rash, runny nose, irritated and reddened eyes, abdominal pain, headache and/or pain in the ears).
- Children who arrive with the above stated symptoms and/or conditions will be sent home.

A "Child Day Care Center Communicable Disease Chart" is located on or near the Parent Information Board in your center. Please feel free to refer to this chart for details and other symptoms. Should you suspect and/or confirm that your child has a communicable disease, please notify the center's director. Parents/guardians will be notified in writing and/or on the Parent's Information Board if a communicable disease has been exhibited within your child's classroom. Additional information will also be provided to parents/guardians about special precautions and/or helpful hints.

Kids University staff has been trained to recognize the signs and symptoms of illness and communicable diseases. State required hand washing and disinfecting procedures are taught, strictly followed and frequently monitored. Children and their behavior are observed throughout the day for signs of illness. Any child developing the following symptoms will be isolated from the other children and parents will be called. A sick child will follow the same procedures listed in the arrival and departure policy. Please be sure you have provisions for your child to be picked up in the event of illness.

Symptoms of Communicable Diseases

- *Diarrhea
- *Difficult or rapid breathing
- *Conjunctivitis
- *Temperature of one hundred degrees Fahrenheit or higher
- *Stiff neck
- *Any contagious diseases listed on the “Communicable Disease Chart” by the governing health department.
- *Severe coughing (a whooping sound)
- *Yellowish skin or eyes
- *Untreated infected skin patches
- *Unusually dark urine or gray or white stool
- *Head lice
- *Vomiting

A mildly ill child (minor cold, not exhibiting any of the listed symptoms) will be permitted to stay in the class and will be closely observed for any communicable disease symptoms to develop.

Your child will be readmitted to Kids University after the signs and/or symptoms of any communicable disease are no longer present for a period of at least twenty-four hours. A physician’ written approval may be requested.

All Kids University staff personnel are also monitored for signs of illness. Any staff person exhibiting any signs or symptoms of communicable disease will be released of job responsibilities and will not be permitted to return until they are free of the symptoms. All staff persons are required to have a signed physician’s statement of good health on file.

MEDICATION

If your child requires medication, food supplements or a modified diet, the Request for the Administration of Medication form must be completed and signed by the parent/guardian and/or physician and approved by the center director. The form will be valid only for the duration of time indicated by the physician or 3 months whichever comes first. The following guidelines shall apply:

Prescription medications must be in the original prescription container, with a clearly legible label containing the child’s name, date, the exact dosage to be given, and the time of administration of each dosage.

All non-prescription medications must be in the original containers with the original labels. The label must specify the appropriate dosages based on the child’s weight and/or age. If the instructions state, “consult a physician” then, written instructions from the physician must be listed on the Administration of Medication form. Instructions cannot exceed the manufacturer’s recommended dosage. This includes any non-prescription topical lotions, creams or ointments. When used for skin irritations, the ointment, lotions or creams shall be administered for no longer than fourteen (14) consecutive days at any one time.

SYRUP OF IPECAC – In cases of extreme emergency, Syrup of Ipecac (an over-the-counter medication to induce vomiting) may be administered without written instructions from a physician following verbal instructions from the Poison Control Center or a licensed physician.

All medications must be hand delivered by the parent/guardian to the director or staff person responsible for medication.

Each dosage of authorized medication shall be recorded on the Medication Administered Log Sheet.

All medication will be stored in a locked box in a location away from the children.

TRANSPORTATION

All parents/guardians are required to complete and sign an Emergency Transportation Form at the time of enrollment. In the event of an emergency, a child will be transported to the nearest hospital by an emergency vehicle. Please see “Incidents and Accidents” in this handbook for detailed policies and procedures.

Written permission from the parents/guardians will be on file at Kids University for all children that are transported. Transportation will be provided for the children of Kids University from designated schools and planned field trips. One or a combination of vans or a chartered bus will provide routine and field trip transportation.

Transportation policies and procedures may vary from location to location based on the availability and implementation of various programs within each Kids University. Please see your director for various programs available at your center.

NUTRITION AND FOOD

Nutrition is a very important part of learning at Kids University. We believe that we are the experts in the field of early childhood. We rely on experts in the field of nutrition to prepare our daily lunches. There are two important elements to nutrition. First, the meals must be nutritionally balanced, including all of the basic food groups. Second, food must appeal to children so they consume the food. Each Kids University hires the highest quality food caterers available giving us the ability to not only provide a well balanced lunch but also the option of several daily choices which allows you to select your child's favorite lunch at a very nominal charge. Menus for the month will be provided to you during the last week of the previous month. You may select those lunches that you wish to purchase or you may elect to send a lunch from home. Please return the menu before the beginning of the month so the director can place the order. You can pay for the lunches that you select either weekly or monthly. If you chose to pay weekly, payment must be received by Friday morning of the preceding week or your child must bring lunch from home that week. Kids University also provides nutritional snacks in the morning and afternoon. The morning snack is not a substitute for breakfast so please be sure to provide your child with a nutritional breakfast before arriving at school. Part of our hands-on curriculum allows the children to occasionally prepare and serve their snacks.

If your child is on a special diet please let the director know so that accommodations can be made.

Monthly menus are posted in the kitchen and on the Parent's Board as you enter the school. Any substitutions will be noted by the caterer, directly on the menu, as they occur.

Any diet eliminating the use of any one of the four food groups or altering the amount of food required to be served to meet one third of the recommended daily dietary allowances as required by Child Care Licensing must be written, signed and dated by the child's attending physician.

BIRTHDAYS AND HOLIDAYS

Birthday and holiday parties are an important part of Kids University's curriculum. We celebrate these important events throughout the year and welcome parents/guardians to participate in these parties. Please notify your child's teacher if you plan to celebrate your child's birthday at school and feel free to bring in a treat to celebrate the occasion. Healthy, easy to eat foods are good choices, i.e., fruit, mini muffins, etc.

SCHOOL CLOTHING

When dressing your child for school, please use the following as a guideline to provide your child with the best opportunity for comfort, health and safety.

Clothing should be simple, free of complicated buttons, ties, etc. Clothing should be sturdy, washable and appropriate for the season. Open toe shoes are prohibited. Socks should be worn with all shoes for maximum comfort. All coats, hats and boots must be labeled. If you should have any questions please feel free to ask.

Children should have at least one complete change of clothing in their cubby. Younger children and those recently or currently being toilet trained may need as many as three changes of clothing. As accidents occur, soiled clothing will be sent home. Please check your child's cubby and replace the necessary clothing the following day. Replacement clothes should be sent in a marked bag. Kids University may, if necessary, provide clothing for your child. If so, please return these clothes as soon as possible.

CUBBIES

Each child is assigned a cubby in his/her classroom area. Please be sure to check it daily for projects and information that your child is looking forward to sharing with you.

Any projects or artwork should be brought home in a timely manner. Remember that your child is very proud of each accomplishment and he/she is very anxious to show you any creative work completed during the day.

All blankets and/or stuffed animals should be brought home each Friday to be washed and returned on Monday.

OUTDOOR PLAY

Outdoor play is essential to the overall development of a child. A child's work is play. Kids University includes as much outdoor time as possible in our daily programs. If you do not wish your child to go out on a specific day, you must sign the "Outside Play" sheet for your child's class. These sheets are located on the main "Parent Board". We cannot honor any long term (more than 2 consecutive days) or ongoing refusal of outdoor play without a written statement from your doctor.

Since the children play outside, please dress your child appropriately for anticipated weather. This includes sweater, coat, comfortable shoes and socks, (*sandals and thongs are not allowed*), hats, gloves and boots. Remember that your child is here to enjoy his/her day and should be dressed comfortably.

LOST AND FOUND

Any items found without labels will be placed in the Lost and Found Box in the director's office. Please feel free to check Lost and Found at any time. Items not claimed after a reasonable amount of time will be donated to charity.

SHOW-N-TELL

Please check your school's calendar for "SHOW-N-TELL" day. Your child may bring an item of interest to the share with his/her class during the time designated for "SHOW-N-TELL". Please be sure the item is labeled with your child's name on it and placed on the "SHOW-N-TELL" shelf. Your child's teacher will have many ideas to share with you to make "SHOW-N-TELL" a learning experience. Items that relate to the monthly themes are excellent choices. Try a few. Items that resemble weapons, are violent or dangerous in nature, or may be deemed as unsafe by the staff of Kids University will not be permitted in school. If you should have any questions or need clarification please feel free to ask your child's teacher. Please refrain from having your child bring toys and other items from home on days other than SHOW-N-TELL.

NAP TIME

Every child is provided an individual mat, cot or an assigned crib during the daily rest time. Please do not request that your child be exempt from this rest period. This is a state-licensing requirement.

It is not mandatory that children sleep during this period of time. However, a rest time is scheduled daily after lunch. At this time your child is encouraged to relax, look at books, listen to story tapes, or sleep. Your child may bring a small blanket or another item for comfort and security during the rest period however, it should not be something that will disturb the rest of the children during this time and it must fit in the child's cubby. Remember that it will need to go home for laundering at the end of each week.

CONCLUSION

Thank you for allowing Kids University to be a part of your child's early childhood experience. We look forward to developing a long-term partnership with you as we provide a positive foundation for future learning experiences through your child's emotional, social, cognitive, physical, and creative development.